

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260196**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

Executive

Khartoum - Sudan ⯁ 00249912160930 ⯁ reyansuliman@hotmail.com

**Human Resources / Talent Development Specialist**

To make the most of my potential and discover new horizons in the field of HR & Talent Development. To utilize active experience and creativity, those enable me to perform in the best possible way for many years.

**HR Skills**

|  |  |
| --- | --- |
| * Talent Development * Performance Management * Leadership Development * HR Policies & Procedures * Learning Gaps Detection * Talent Assessment | * Training & Development * Employee Relations * Career Management * Succession planning * Talent Acquisition Planning * Graduates Development |

**Professional Experience**

**DAL GROUP CO.LTD -Khartoum, Sudan***.* **Agents for (Coca-Cola, Lipton, Mitsubishi Motors, Mercedes Benz, KIA MOTORS, Caterpillar Inc., Unilever, JVC, GSK)**

**Talent Development Specialist (2014-Present)**

**Reporting To:** learning &Talent Development Group Manger

* In charge of Talent Acquisition Planning responsible for the end to end recruitment process within the assigned portfolio including advertising, sourcing, interviewing and selection, approvals and offer management and negotiation.
* Sole in charge of the leadership development across the company insuring that we have the right leaders in the right position with the right skills. Along with the structure identification of strength &development areas, in order to build and plan effective leadership pipeline.
* Lead Assessment and Development Centre activities according to the Talent Assessment project plan. This includes candidate communication, introductory briefings, and exercise briefs, invigilating, administering of specific psychometric tests, collecting exercise materials and supervising candidates to ensure that the timetable is met and that the right candidate is in the right place at the right time.
* Develop and maintain continuous communication & relationship with the BUs' leadership and high potentials to ensure timely & successful implementation of talent programs and initiatives.
* Facilitate the implementation of different engagement and motivational programs in order to reinforce positive behaviors and engage staff in the talent pipeline to deliver at high level of performance.
* Implement and follow-through on the Young Professionals Development Program to ensure that all the stages involved in the process are effectively carried.
* Provide periodic reporting of talent management programs and initiatives illustrating the talent status in order to highlight strength, risks areas for immediate action and management’s decision.

**DAL GROUP Co.Ltd - Khartoum, Sudan. Agents for (Coca-Cola, Lipton, Mitsubishi Motors, Mercedes Benz, KIA MOTORS, Caterpillar Inc., Unilever, JVC, GSK)**

**Talent Development Officer (2013-2014)**

**Reporting To:** Career and Succession Planning Manager

* Talent Assessment: Coordinated the Assessment and Development Centre activities according to the Talent Assessment project plan. This includes candidate communication, introductory briefings, and exercise briefs, invigilating, administering of specific psychometric tests, collecting exercise materials and supervising candidates to ensure that the timetable is met and that the right candidate is in the right place at the right time.
* Talent Data System: Maintained a secure database of assessment, development as well as career and succession planning data and assist with analysis, presentations and Excel spread sheets when required. Ensured talent data integrity through constant update of talent information. This includes promotion, exit and all applicable talent records for accurate decision making.
* Talent Management Cycle:Made adequate preparation for the commencement of scheduled talent management activity/process and initiated communication with relevant stakeholders to ensure success.
* Marketing of The Talent Management Function: Coordinated the design and launch of a DAL Group Talent Management Website. Assisted with the maintenance and regular update of the website to ensure DAL users have access to relevant information, news, video clips and research studies.
* Young Professional Program**:** Implement and follow-through on the Young Professionals Development Program to ensure that all the stages involved in the process are effectively carried.

**Desert Palm Resort & Hotel – Dubai**

**Senior HR Coordinator (2012-2013)**

**Assistant to HR Department (Bilingual)**

**Reporting To:** HR Operations Manager

* Coordinated work inside the HR department. Maintained a detailed record of the turnover, and researched and formulated strategies which effectively aid in employee retention.
* Responsible for consulting with managers and supervisors about company policies and procedures, and whenever necessary help them with implementation.
* Assisted employees and their managers in performance and disciplinary matters.
* Consulted and advised practice managers regarding employee turnover, absenteeism, changes in work settings, employee motivation and recognition, and other employee-related aspects.
* In regular touch with project managers for any requirements related to projects, and prepared periodical announcements of required positions.
* Scanned and interviewed candidates for available positions; and making referrals of well-qualified and skillful applicants to the respective department managers.
* Carried out field interview campaigns and advertising, arranging for all essentials needed for the recruitment drive, coordinating work with other staff members, determining employee performance appraisals and developing plans and strategies for recruitment.
* Managed employee recognition activities like service honors and 'Employee of the Year' awards.
* Conducted research, analysis and studies on issues and problems related to specialized functional areas and developed program proposals or recommended solutions.

**Limkokwing University of Creative Technology – Malaysia**

**International Development Researcher (2011-2012)**

**Reporting To:** Head of African Market and Research

* Researched and identified new international markets for student recruitment by sourcing quailed overseas agents, education fairs and other marketing opportunities.
* Handled online students enquires as well as walk in enquires providing sufficient timely information about the university
* Dealt with customers from more than 150 countries around the world.
* Assessed and processed more than 50 admission applications per day.
* Planned and setup different projects to establish new markets in different countries through (MOU) with education agents and other third parties.

**United Nations Children’s Fund -**

**HR Assistant (2010) Reporting To:** HR Operations Manager

* Trained on office structure, HR work processes for recruitment of the staff as well as individual contractors -consultants.
* Trained on HR documentation and got involved with different stages of a couple of recruitment processes.
* Induction sessions with different units in programmer and operations sections in united nation children fund –Iran.

**Ministry of Foreign Affairs -**

**Human Rights Project Assistant (2004 -2008)**

**Reporting To**: Human Rights Project Manager

* Worked as a trainee under supervision of women & children development and Human Resources department.
* Managed a big number of projects around the country.
* Worked closely with UN units to setup and plan for projects to increase the women and children rights awareness.
* Traveled to remote areas of the country to implement different projects, seminars and workshops to increase the awareness of women and children rights.

**Education & Certification**

* **CIPD Certification – UK**

CHARTERED INSTITUTE OF PERSONAL DEVELOPMENT 2014-2016

* **Master of Business Administration in Human Resource Management**

Limkokwing University of Creative Technology –2010-2012.

* **B.A (HONS) in Business Administration**

Al Neelain University- 2004 2008

**Certifications**

* 2013-Train the Trainer, Eton Institute, Dubai.
* 2013-MS Office (Word, Excel, PowerPoint ,Outlook)
* 2014 -Advance Microsoft package, Excellence Center, Sudan.
* 2015 -CIPD Foundation level, Chartered Institute of Personal Development, UK.
* 2015 -Creating High Performance Culture, Core Measures, Singapore.

**PERSONAL INFORMATION**

* **Marital Status:** Single
* **Languages**: Arabic &English