**Reem**

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**OBJECTIVE**

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* I am hoping to acquire a challenging human resources position where I make use of my extensive experience in the field to handle staff recruitment and promote employee relations to increase the overall effectiveness of your company’s workforce.

**Professional Experience**

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* **Tabuk Pharmaceutical Company (Sudan) from 01/09/2015 up to date as HR Supervisor**
* **Cambridge international (Sudan), from 16/08/2013 up to 31/08/2015 as HR Manager**
* **Yaroom For Multi-Services CO-LTD from 01/11/2012 up to 07/08/2013 as Recruitment Specialist.**
* **Cambridge international (Sudan), from 07/08/2010 up to 31/10/2012 as HR Officer**
* **Qurtoba for Training & Recruitment from 1/4/2010 to 04/08/2010**

**HR Officer & Recruitment Coordinator**

* **Gizek Recruitment, Training Career Development Centre**

**(Oct 2008-Dec 2009).**

* **Document Controller, Recruitment Assistant, Finance ■Assistant &HR Officer.**

**Responsibilities & Duties**

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* **HR Supervisor:**
* Performs job functions consistent with the corporate vision and mission statement and core values of the company; Ensures that subordinates perform their respective functions in like manner.
* Plans, organize, and controls the operations and work activities of the work unit; Prepares and secures approval of the work unit's operating budget for inclusion in the departmental budget.
* Participates in the development policies, procedures, systems, and guidelines relating to HR management; Assists in ensuring the compliance by all concerned with such policies, procedures, systems, and guidelines that have been approved for implementation.
* Assists in the undertaking of HR planning by analyzing and consolidating forecasts done by different departments of manpower requirements in quantitative and qualitative terms.
* Receives personal requisition from different departments and evaluates them against approved staffing plan; Ensures timely servicing of personnel requisition to help prevent manpower shortage; Initiates publication/ announcements on company job openings.
* Conducts preliminary interview of applicants for employment and decides on whether or not such applicants will be forwarded for subsequent screening processes.
* Ensures that all personnel transactions such as transfers, promotions, resignations, and separations are properly documented.
* Coordinates review and screening process for employees nominated for conversion from probationary to regular status and for those recommended for promotion, making sure that guidelines on qualifications are complied with.
* Coordinates compliance by all officers (appraisers) with the performance management and appraisal system and their submission of the completed annual evaluation form for all regular, casual, and
* **Document Controller:-**
* File keeping
* Classifying files in simple away that’s easy to Handle & audit.
* Reviewing & creating various documents ensuring the accuracy & Secure.

**■Recruitment Assistant**

* Collecting, Selecting & conduct evaluation of Resumes and generating short list.
* Arranging interviews for the candidates.
* Preparing jobs descriptions.
* Follow up with companies.

**■ Finance Assistant**

* Assisting in petty cash and finance report.
* Verification of all invoices prior to payment.
* Preparing the invoices and follow up with companies.
* Preparing staff salary.

**■ HR Officer**

* Drafting & preparing correspondence & communication via mail & E-mail.
* Formulating & update company files.
* Supervising the daily office work.
* Undertaking all necessary preparation for new staff recruitment.

**■ Recruitment Coordinator**

* Receive all the job applications, sort and classify based on each profession and store in database for retrieval as and when required.
* Specific recruitment processing tasks include: short listing candidate CV’s against job descriptions, updating vacancy and applicant status within the recruitment procedure, organizing interviews and producing interview schedules, with applicants to provide updates on their progress etc.
* . Arrange for test & interview appointments with the short listed candidates.
* Seek out and manage recruitment suppliers.
* . Manage vacancy and candidate records on software and, ensuring that all data and information is accurate and up to date.
* Responsible for effective and fast recruitment processes both internally and externally.
* Execute pre-screening and/or final phone/face to face interviews for junior & mid-level posts & supports all parties in concern with assessment.
* Submit candidate’s offers and follow up on software until placing.
* Coordinate with universities, events in relation to targeted hires
* Undertake further responsibilities that may evolve in the future.

**EDUCATIONAL BACKGROUND**

* Human Resource International Diploma – Cambridge International (Sudan) 2014.
* Master of Environmental Science, University of Khartoum, and Institute of Environmental Studies August 2008.
* B.Sc. (Honor) of Sciences, 2nd class, Part I, University of Khartoum, Faculty of Science, January 2004

**PERSONAL INFORMATION**

**Visa Status**: visit visa

**Nationality**: Sudanese

**Language**: Arabic / English

**Marital Status**: Single.