Mohamed

Mohamed.361425@2freemail.com

**Employment History:-**

My core experience with the **Human Resources and Administration** field with strong IT background.

 **Senior Administration Officer**

* 01 March 2016 till 01 January 2017 / Fekhra Agency for Media and Advertising-Riyadh-Saudi Arabia.

Duties & Responsibilities:-

* Responsible for all administrations issues and delivery of all programs and services in order to ensure that they are accomplished in an effective manner and within all legislative, policy and procedural guidelines.
* Financial management of all operations in order to ensure that finances are maintained in an accurate and timely manner and comply with relevant legislation by laws, policy and procedures.
* Manage all programs and services to ensure that services are provided.
* Manage all staff in order to ensure a productive, positive and healthy work environment.
* Maintain the general administration operations and solve its issues.
* Provide support and advice to the top management to ensure that management is able to make effective decisions.
* Coordinate community development and public relations activities.

 **HR Supervisor**

* 15 February 2015 to 13 December 2015 / Omdurman TV Channel-NILESAT 11595 MHz (v) SR 27500 3/4-Khartoum-Sudan.

Duties & Responsibilities:-

* Lead and direct the Human Resource team to deliver a comprehensive HR services to the business.
* Performance Management: Coaching managers on performance management issues and process.
* Learning and Development: Providing guidance on development for managers and their teams.
* Recruitment and Selection: Managing talent and succession planning and taking overall responsibility for recruitment activity.
* Policy and Procedures: Implementation of new HR policies, procedures and processes and ensure all organization policies and procedures are up to date in line with current employment law.
* Working with senior manager, coaching them and advising on all staff issues.
* Responsible for transportations issues.
* Managing HR budgets.

 **HR Administrator**

* 21 August 2011 to 31 January 2015 / DAL Group-SAYGA Investment Co. Ltd.-Khartoum-Sudan.

Duties & Responsibilities:-

* Involved with various projects and working groups within ICT staff.
* Day-to-day technical support activities require a system support to the HR system, attendance system, IDs card system and access control system.
* Be the first point of contact for all HR-related queries.
* Managing HR-related documentation, medical forms, leave forms, bank account forms and pensions information.
* Act as a central point of reference for internal and external queries, ensuring that they are recorded and reported on in a timely manner, including contact with staff and managers.
* Accomplishes human resources department and organization mission by completing related results as needed.
* Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick, and personal time.
* Providing application information, helping with form completion, verifying submission, notifying employees of approvals.

 **HR Contractor-systems operation**

* 17July 2010 to 20August 2011 / DAL Group-SAYGA Investment Co. Ltd.-Khartoum-Sudan.

Duties & Responsibilities:-

* System administration tasks such as monitoring and maintaining HR systems resource usage, operational standards, system performance, generating reports and attending to operational problems related to various network components.

 **ICT Trainee Contractor**

* 29 September 2009 to 17July 2010 / DAL Group Co. Ltd.-Khartoum-Sudan.

Duties & Responsibilities:-

* Installing and configuring computer hardware operating systems and applications.
* Monitoring and maintaining computer systems and networks.
* Talking staff or clients through a series of actions, either face to face or over the telephone.
* Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
* Providing support, including procedural documentation and relevant reports.
* Supporting the roll-out of new applications.
* Check all IT Asset from time to time in the company.
* Follow-up technical issues to be sure all of it solved.
* Prepare a weekly report to the direct supervisor.

**Education:-**

* Computer Man College - Khartoum, Sudan - school of Telecommunications-2007-with Excellent Grade. CGPA 3.50/4.00.Graduation Project title ''Design of CDMA Transmitter & Receiver for Traffic Road Monitoring''.

**Qualifications*:-***

* 17April 2004 to 03 August 2004 "**Diploma in computer maintenance and network**"-Telecommunication Training Centre A SUDATEL Co. Ltd-Khartoum-Sudan.
* 27 September 2011 Attended at "**Managing Meetings Effectively course**"- DAL Group-Khartoum-Sudan.
* 09 September 2012 to 12 September 2012 "**Advance Excel course**"-DAL Group-Sayga Investment Company-Khartoum-Sudan.
* 26 – 27 March, 2013 "**Project Management Fundamentals course** "-DAL Group-Khartoum-Sudan.
* 10 – 23 April 2013 Project "**Project Management Professional Preparatory-PMP''** - Milestone Training Centre-Khartoum-Sudan.
* 16 – 20 February 2014 "**Human Resources Management-HRM course**", with Grade Excellent-Charisma Workforce Development-Khartoum-Sudan.-Authorized from AIPS American Institute of Professional Studies
* 05 March 2014 Attended at ''**Interview and CV writing workshop''**-Beacon Training and Human Development Centre-Khartoum-Sudan.

**Activities*:-***

* Participated in Students Union-Computer Man College, through below positions:-
* 2005-2006 Deputy for Academic Secretary for the Engineering Society.
* 2006-2007 Secretary General for the Engineering Society.
* 2006-2007 Member of Computer Man College community Election committee.