

Resume

NAME :- Gafar

Nationality:- Sudanese

BIRTH DAY:- 10/12/1985

HOME : - UAE - Dubai – silicone oasis

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**HR assistant**

Almosa co for bases building material – Saudi Arabia [03/2016 – 03/2018]

* Provide support to the Human Resources Manager on HR related issues.
* Prepares and administers all final settlements of resigning and exiting employees.
* Ensure correct data of employees’ daily attendance and preparation of daily reports as required by project management.
* Assist in resolving salary and timesheet discrepancies of permanent & temporary employees.
* Input personal data of every joining employee & update exiting employees into SMACC software.
* Advise for all cancelation and ensure exit employees have left the country as scheduled.
* Relay the monetary information of the exiting or vacationing employees to Accounts Dept.
* Receives medical certificates and disciplinary forms for input and record.
* Initiates the exit formalities of employees

**HR manager**

Abu alfadel plaza (retail co) – Khartoum [08/2015 – 2/2016]

**Human resources manager**

Kuwaiti Specialist hospital - project in patients helping fund organization - Khartoum   [1/6/2011 – 7/2015]

• Establish a human resources department to the minimum staff and higher efficiency.

human resources assistant:-

Patients helping fund organization – Khartoum        [02/2010 – 6/2011]

* + Carried out all recruitment processes including reaching potential candidates by telephone/email, applicants’ resume screening, interviewing applicants, processed background checks, shortlisting, finalizing hiring and closing vacancies  
    • Carried out employee orientations and processed new hire paperwork, ensuring compliance with company requirements on time  
    • Created, organized, updated and maintained personnel files and the HR database  
    • Managed and coordinated employee training and development programs  
    • Communicated with management and executives for creation, refreshing and/or interpreting policy changes  
    • Provided administrative support for all HR functions, including filing, copying, general correspondence and support/preparation for meetings, trainings, orientations, executive travelling, etc.

Key **Accomplishments**  
• Assisted HR Manager in revising the company Policies & Procedures, Onboarding, Visa processing, Payroll, Training, Employee Development and manual in coordination with other staff members  
• Successfully coordinated numerous HR events for the staff including “Employees Annual Achievements Day”, multiple guest speaker sessions, seminars, conferences, trainings, employee retreats, etc.

**EDUCATION**

* Degree of Bachelor of science in computer science with grade (v.good) in Omdurman Islamic university in (28 – June - 2009).
* Master degree in MBA in Sudan international university hr specialist in (19- November -2014) .

**skills**

* Work under erp system (aswaq – smacc) .
* Microsoft office professional user ( word , excel , power point, access).
* Work with diversity employees.
* Self improvement
* Work under pressure

**Language:**

Language: English and arabic