

Dedicated professional with an MBA in Human Resources seeking a challenging entry-level position to utilize and enhance skills and abilities while advancing my career.

Summary

Proficient in researching and recommending human resources.

Communication skills highly organized, skilled in Microsoft Applications, and Tech savvy with the ability to quickly learn new technologies.

SKILLS AND EXPERTISE

- Compensation and Benefits
- payroll services
- MS Office/ Excel
- Workforce planning
- Analytical and Organizational skills
- Research and Troubleshooting
- Needs Assessment
- Customer relations
- Project coordination
- Sales & Marketing
- Effective problem solving
- Communication skills
- Self-starter and eager to learn
- Performance assessment
- Team Collaboration

Education

- **MBA – Master of Business Administration - HR**

University of Medical Science & Technology 2012 Khartoum Sudan

- **Computer science of Business Administration**

University of Medical Science & Technology 2007 Khartoum Sudan

Languages

English, Proficient
Arabic, Proficient

Career Experience

PASAR Site Manager position Plano - ISD

United States of America – Texas – Plano

Aug 2023 – Present

Involves managing staff and children at various PASAR sites, including elementary schools, Head Start, Pre-K, and Early Childhood Schools.

- Reports to Plano ISD PASAR Zone leader.
- Support the recruitment process by posting job openings, screening resumes, and scheduling interviews.
- Coordinate and manage training, onboarding, and orientation programs for new hires.
- Aiding in the overall program management (academic and activities).
- Handle and maintain confidential HR data and information.
- The Primary contact for the PASAR site employee inquiries, and required support.
- Checking students in and out following attendance procedures.
- Keep HR records employees', and students' databases accurate and up-to-date.
- Coordinating student arrival and departure procedures.
- Implementing PASAR monthly schedules and activity plans.
- Providing positive guidance to help children develop self-discipline.
- Following safety measures and emergency procedures.
- Adhering to illness, injury, allergy, and medication policies.

Gulf International Medical Services

United Arab Emirates

2017 - 2018

Human Resources Specialist

Ensures data integrity in HR systems at the entity level, Staff planning, Recruitment and Selection, and Company organization, with special reference to the issue of Organizational Provisions and Organization Charts, Delivers a wide range of activities within HR.

- Staff planning, Recruitment and Selection.
Company organization, with special reference to the issue of Organizational Provisions and Organization Charts.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, complaints, and performance evaluations).

Human Resources Assistant

School Principal Secretary, Prepare and processed the monthly staff payroll, Compose letters in acceptable style with minimum assistance, Organize and assist in the implementation of the supervisor's evaluation schedule including keeping records of which site employees are to be evaluated each year

- Maintain an adequate filing system and be able to retrieve data quickly.
- Work harmoniously with fellow employees.
- Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate Supervision.
- Create correspondence databases, spreadsheets, and various publications.