

# HISHAM ELZAIN ABDALLA



## Hisham Elzain Abdalla.

- ❖ Email:  
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- ❖ Mobile :0523994465
- ❖ Date of Birth: 19Jan 1986
- ❖ Marital status: Married  
Nationality: Sudanese.
- ❖ Address: ABUDABI, UAE
- ❖ Visa status: Resident

## Language:

- ❖ Arabic: Mother tongue.
- ❖ English: fluent (reading, writing, speaking)

## Skills & Personality:

- ❖ Strong analytical and organizational skills.
- ❖ Excellent interpersonal, phone manner and office etiquette.
- ❖ Computer literacy: all MS office applications and operating system.
- ❖ Teamwork.
- ❖ Ability to do Work on time.
- ❖ Diligent and hard worker.
- ❖ Ability to bear the pressure.

## Objective

To become a successful and to work in an organization where my knowledge and potential can be utilized, and my skills can be brought out in the best interest of the organization and to enhance my capability of being flexible through experience.

## Educational background

- **Master of Business Administration (MBA), University of Khartoum, (2013-2015).**
- **B.Sc. of Science (Honors' degree), University of Khartoum (2004-2009).**

## Work experience

- **HR Executive at ROYALHORIZON GROUP in Alain (from 22/07/2019 up to date).**

### Job Responsibilities:

- Recruitment, preparing JD, posting ads and managing the hiring process from selecting CVs until onboarding process.
- Visa processing, medical insurance ...etc.
- Support the management of disciplinary and grievance issues, warning letters, investigations.etc.
- Monitoring employee performance.
- Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.)
- Coordinate and direct work activities for managers and employees.
- Petty cash tallying and invoices clearance.
- Processing employee's data in the ERP system, Oracle system processing payroll and records documentation in a good manner.
- All other related HR tasks, UAE Labor law, ICA, leaves salary, end of services and gratuity calculations.

- ❖ Proactive.
- ❖ Creative.
- ❖ Innovative.
- ❖ Fast Learning.
- ❖ Good looking
- ❖ Creative
- ❖ Organized
- ❖ Communicative

### **Training and courses:**

- ❖ Introduction in Clinical Pharmacology course
- ❖ (Al Multaga training center) (July 2011-August 2011).
- ❖ ICDL course in Khartoum University.

### **Computer Skills:**

- ❖ MS.
- ❖ ICDL.

### **Areas of interest:**

- ❖ HR department.
- ❖ Management of business.
- ❖ Production supervision.
- ❖ QA/QC supervisor.
- ❖ Administration.
- ❖ Operation.

✓ UAE DL is available.

- **QHSE ADMIN at ADVANCED INTEGRATED SERVICES in Abu Dhabi (Feb/2018 until 30/May/2019).**

### **Job Responsibilities:**

- Maintain and continual improvement of company document control process.
- Ongoing maintenance of the QHSE tracking databases (Action plan register, KPI'S register, Master document register... etc.
- Participate in incident investigation reviews and data collection.
- Maintain HSE statistical safety data and trending up to date.
- Preparation statistical reports to as per legal requirements.
- Liaise with Corporate QHSE Department to ensure a consistent approach is made in Document Control Administration.
- Other QHSE duties as directed by line management from time to time.
- **Running my own business (managing two shops) (2015-2017) at home country.**

### **Job Responsibilities:**

- Managing all the aspects of my business such finance, personnel, logistics, etc.
- **General Medical Company (2010 – 2011) in Quality Department as QA officer at home country.**

### **Job Responsibilities:**

- Supervision all over the production from handling the raw materials until delivering final products.
- Handling of product complaints.
- development, periodic review, revision, and implementation of SOPs as required.
- Annual product reviews and reviews of stability reports for compliance.
- QA annual self-inspection and quality agreements.
- Conducting inspections of wholesalers as necessary requirements.
- Implementing recall procedures if necessary.
- Monitoring QA aspects of warehousing practices for compliance with warehouse procedure manuals.
- Inspections and responding to observations.