

Nada Omer

Human Resource

"Goal-oriented individual with Hand on experience in an administrative environment. Seeking a human resource position to apply excellent multitasking and analytical skills in effectively fulfilling the responsibilities for the position."



nadazaied93@gmail.com

+971-589819930

Albarsha, Dubai, United Arab Emirates

WORK EXPERIENCE

HR OFFICER

Brilliant solutions CO.LTD

10/2017 - 12/2021

Khartoum-sudan

Achievements/Task

- Assist in payroll preparation by providing relevant data (absences, bonus, leaves)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Conduct initial orientation to newly hired employees
- Provide advice and assistance to supervisors on staff recruitment
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews
- Participate in applicant interviews
- Conduct reference checks on possible candidates
- Prepare, develop, and implement procedures and policies on staff recruitment

EDUCATION

Study Program

B.Sc of Business Administration -School of business Administration University of khartoum

01/2017

Courses

- ● Human Resources Management Fundamentals – University of Khartoum – December-2019.
- Brilliant Professional Training Center: ADVANCE MICROSOFT OFFICE EXCEL. September - 2017
- Elruiyah Alzakia Training Center: DIGITAL MARKETING. April - 2017.
- Elruiyah Alzakia Training Center: ADVANCE COMPUTER APPLICATIONS. May - 2017

SKILLS

Excellent knowledge and experience in Business -

Communication Skills

Able to work Remotely

Strong team development and leadership skills & Excellent team player

Familiar with ERP software and CRM

Technology awareness

strong proposals writing.

Good Communication with Employees.

Time Management.

LANGUAGES

Arabic - Mother's tongue
Full Professional Proficiency

Fluent English, Read Write & Speak
Full Professional Proficiency

INTERESTS

Travel

Swimming

Reading Books

Basketbal