

Name: Yasir Osam Nasr Aldain Hamed



Nationality: Sudan

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Personal Profile

. Objective

Seeking a position to utilize my skills and abilities to a maximum level where I can apply the knowledge that I have learned and to energy to all my strength and resources available to work with complete perfection and professionalism.

- ✓ My interpersonal communication skills are excellent.
- ✓ I am very good with dealing with people.
- ✓ I like work with a creative teamwork.
- ✓ I am reliable and hard working.
- ✓ I have ability to suggest practical solutions to issues.
- ✓ I have the ability to work under pressure and deadlines.
- ✓ I possess very good interpersonal relations.
- ✓ Confident and optimistic.

Academic Qualification -(in details)

Bachelor of Business Administration - Omdurman Ahlia University – Sudan .

Specialized in Business Administration

Diploma Certificates

- I had got on diploma in (Electronic Accounting) from ALGAIM for Computer Science Language Training Center in period from 9/6/2014 to 9/8/2014 with grade (V good)
- I had got on diploma in (Financial Management) from Al FAHIM for Activities Co. LTD in period from 9/5/2014 to 20/7/2014 with grade (V good).
- I had got on diploma in (Computer Application) from ARABIC TECHNICAL CO. LTD 20/8/2011 to 21/11/2011 with grade (V good).

A current Job:

Job	Company	Title
Assistant Manager of HR	APEX Group International Trading & Contracting Co.	Kuwait –Al fahaileel

My Job Profile:

- Implement HR policy & procedures in the company
- Responsible for coordinating all administrative activities related to an organization's personnel.
- Manage the recruitment and selection process
- Arrange accommodation for employees.
- Create personal file for employees and i have to make ensure these all documents there on each file (Personal photo + CV + Offer letter + Degree certificate + Experience certificate + Civil id + PP +WP + GP, etc)
- Controlling activates (new visa & renewal & local transfer & cancellation, etc.)
- Make Social Insurance for employees
- Controlling gate pass activates (new & renewal & cancellation)
- Making daily attendance report
- Manage Payroll and benefits for employees
- Calculating employee indemnity & settlements as per Kuwait labor law
- Maintaining employee records according to policy and legal requirements.
- Opening bank account for employees on CBK online

- Opening bank account for employees on NBK through NBK Software
- Follow up employees travel.
- Tracking employees' sick leave report & annual leave.
- Renew driving license of drivers online.
- Pay driver traffic fine
- Make tracking of visa renewal
- Deal with employee's request regarding HR issues, rules & regulation
- Keeping HR related documentation such as offer letters, contract of employment and employment termination letters
- Handling confidential employee information in a professional and respect full manner
- Order, purchasing and keeping stationary
- Booking fly ticket to employees
- Control HR department costs and reduce it

Computer Skills

- Windows XP / Windows 16
- Excel
- Access
- Outlook

Personal Details:

Date of Birth	First January 1988
languages	Arabic & English
Driving license	I have Kuwait driving license
Address	Kuwait – Fahaheel
Contact Number	97297802 - 94003524

Declaration

I hereby declare that the above furnished details are true to the best of my Knowledge and belief .