



# Safa Salaheldin Ahmed Khalid

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## Education

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Information Technology 2002 — Aug 2008

COMPUTER MAN COLLEGE

INFORMATION TECHNOLOGY IN COMPUTER MAN COLLEGE WITH THE RANK OF GOOD AND (B+) DEGREE IN THE PROJECT.

Education

### leader ship

united Arab emirate Alfugeira

### human resource auditing

Sudan Academy of Banking and Financial Sciences

### Skills of labor low

DEC 2019 — DEC 2019

Bioneire training center

### SHRM Preparation Program

5 February 2022 — 23 April 2022

Talent Center for Human Resource Management Training

## Work experience

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### MSG Group

June 2022 — Till now

HR Business Partner

- Aligning business objectives with employees and management in designated business units. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization
- maintains an effective level of business literacy about the business unit's financial position, its midrange
- plans, its culture and its competition.

### MSG Group

March 2021 — may 2022

Senior HR. Supervisor

- Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.

- Performing various administrative tasks and accurately processing paperwork.
- Counseling staff on HR policies, practices, and procedures.
- payroll in Preparation in SAP System.
- supervise of HR officer

**MSG Group**  
HR Specialist

Feb 2019 — Feb 2021

Responsible for:

- payroll system
- Communicate with managers to resolve issues with payroll
- Ensure all Overtime are approved by the deadline
- Track reported issues with payroll system and work with vendor to have corrected
- Reconcile payroll records with approved timecards
- Process wage garnishment and other deductions
- Analyze pay scale to ensure compliance with wage and labor laws

**Zebian for services co.ltd**  
Human resource Manager

July 2013 — Jan 2019

- Managing the recruitment and selection process
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

**Sudanese Egyptian Electrical Industries Company (El Sewedy Electric)**

MARCH 2012 — April 2013

HR Supervisor

- Conducting interviews, recruiting, and vetting new staff.
- Arranging training sessions with all new hires and refresher workshops for existing employees.
- Assisting managers with staff requirements.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Performing various administrative tasks and accurately processing paperwork.
- Counseling staff on HR policies, practices, and procedures.

**Sudanese Egyptian Electrical Industries Company (El Sewedy Electric)**

July 2010 — Feb 2012

Executive Secretary

- Coordinating arrangements, meetings, and/or conferences as assigned.
- Compiling, proofreading, and revising drafts of documents and reports.
- Daily record keeping and filing of documents. ·Preparing reports, presentations, and correspondence accurately and swiftly.
- Answering and screening telephone calls, and responding to emails, messages, and other correspondence.
- Operating and maintaining office equipment.
- Managing a busy calendar, meeting coordination, and travel arrangements.

- Professionally greeting and receiving guests and clients.
- Ensuring efficient and effective administrative information and assistance.

## Somaws For Investment and Services CO. LTD

dec 2007 — jan 2010

### Executive Secretary

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned

## Interests

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Presentation.

## References

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Mr.: Abd Allatif (Manager of Labs Unit In Computer Man College)

Tel: 00249 9 12982882

·Mr.: Sana Hassan: (Manager O Somaws For Investment Services Co. Ltd.

Tel: 00249 9 12344464