



DALAL MOHAMED

HUMAN RESOURCES ASSOCIATE

PROFILE

Energetic entry-level Human Resources Specialist. Extremely motivated to constantly develop my skills and grow professionally.

SKILLS

- Emotional Intelligence
- Affirmative Action
- Effective Communication
- Onboarding
- Collaboration Skills
- Ethics
- Data Analysis
- Experience with data entry
- Decision-Making
- Organization Skills
- Social Media
- Evaluations
- Successful working in a team environment, as well as independently
- Multi-task
- Follow instructions and deliver quality results
- Microsoft Office Package.

PERSONAL INFO

Date Birth: December 31st, 1996

Languages: Arabic , English.

Nationality: Sudanese.

CONTACT

Cell: +249115700048

E-mail: dalalismail.mohamed@gmail.com

Address: Omdurman, Sudan

WORK EXPERIENCE

Human Resources Assistant **Blue Nile Insurance Co. | 2018 - 2019**

- Playing an assistant role in managing all Human Resources functions for 100+ employees. Handled oversight, payroll processing, interviewing, and documentation.
- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training new employees.
- Supported daily operations of busy human resources department.
- Mentored employees through personal and professional issues.

Human Resources Intern **Dar Alelaj Hospital | Oct-Dec 2017**

- Assist with HR compliance procedures and best practices.
- Assist in the preparation for annual payroll audits
- Maintain employment files and input data.
- Collect and analyze HR data from various sources and present recommendations to the team.
- Support with the day-to-day benefits administration including reconciling invoices.

EDUCATION

National University **Master in Business Administration (MBA) - 2022**

National University **B.SC in Business Administration - 2017**