



RESUME

HASSAN ELTAYEB HASSAN ABDELRAHMAN

Professional Profile

A highly experienced professional with a successful track in administrative work and in charge of the employees' entitlements and administrative systems in HR and Administration Department (entitlements, payroll, recruitment, other personnel actions, administrative systems, HR websites and platforms and operational plans).

Objective

Now seeking for a new and challenging management position which utilizes existing skills - add value to the company and provide opportunities for further professional development.

Career Summary

**June,2001
– till date**

In charge of the employees' entitlements and administrative systems at the Human Resources and Administrative Affairs Department at Assir Establishment for Press and Publishing (Al-Watan newspaper) - Saudi Arabia.

•First: Human Resources and Administration

- The Human Resources' work plan for the Establishment (proposals, coordination and implementation), and following-up departments' plans, proposals and developments.
- Recruitment.
- Working on all of the National Electronic Portal and Platforms for administrative work related to human resources and administrative affairs, such as the following: (TAQAT) to announce vacancies and training opportunities through the Employment Support Program to raise skills and the on-the-job training program (Tamheer). The Ministry of Labor and Social Development, Qiwa, Mudad, Muqem and others websites to work on the electronic services related to human resources for companies, such as contracts, wage protection, change of professions, issuance of the Saudization certificate ... etc.). Social Insurance website (gosi) and its services.
- Carry-out the functions of the job classification and follow-up the employment mechanism, in accordance with the Establishment's recruitment rules and regulations.
- Audit and follow-up requests of leave and notices of return to work.
- Coordinate and follow-up certain joint work with the Finance Department and other departments - .Preparation and coordination of social security data, monthly and annually.
- Maintaining and coordinating the medical insurance for all the Establishment employees.
- Preparing, typing and issuing of hiring decisions and files closure, as well as other administrative decisions and issuing contracts of employment.
- Typing and forming letters and certificates of identification and certificates of services (in both Arabic and English).
- Entering of employees' data in the available programs, issuing job numbers and technical coordination with the Information and Technical Department regarding the preparation of administrative program.

•Second: The salaries and entitlements

- Preparation of monthly salaries for all the Establishment staff members and follow-up disbursement.
- Processing of individual payroll sheets and payment of entitlements.
- Maintaining and coordinating of data regarding the monthly deductions, expenses, and compensations as well as their implementation according to the monthly fines' register .
- Entering of staff salaries in the banking systems through SABB internet site, according to the bank account numbers of all staff members. Following-up the employees' account numbers and their monthly amendments, as well as their salaries transfer from one bank to another, at their request.
- Wages Protection [institution's procedures and work on the Ministry's websites].
- Preparation of statements of overtime and rest allowance, issuing their payroll sheets and follow- up the attendance with the employee in charge of the attendance program.
- Preparing, issuing and flowing-up the forms of business trips and their subsequent financial and administrative procedures .
- Following-up amounts paid by the Finance Department, as loans to employees and the application of the necessary procedures, such as monthly and annually cuts .

August,1995 – Dec.1997 – **Worked at The Public Relations Department of Haggar Cigarette & Tobacco Factory LTD - Sudan**

Education

- Bachelor's degree in English Language.Sep.1996
- Diploma in Computer (Accounting).Jan.1998

Professional Computer Skills

- Fully acquired with the following computer programs:
Oracle software and other Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint and Microsoft Access).
- Commanding the typing on the computer in both Arabic and English.

Personal Details

Nationality: Sudanese.
Date of Birth: 1974.
Place of Birth: Khartoum, Sudan.
Marital status: Married, (having two Kids).
Language: Fluent English and Arabic.
Mobile: (00966544242049).
E-mail: hassaneltayeb2016@icloud.com.
Residency: Saudi Arabia over 20 years