WAFAA ABUALGASIM ABDALLAH

HR EXECUTIVE

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Highly motivated HR Specialist with 8+ years of experience in recruitment, employee relations, payroll, and administration. Expertise in streamlining HR processes via HRIS/ERP systems, enhancing efficiency and data accuracy. Proven track record in aligning HR strategies with business goals to boost employee engagement and retention. Committed to fostering a positive and productive work environment.

EDUCATION

- **M.Sc. in Statistics**

Alneelain University, Khartoum, Sudan - Sep 2010

- **B.Sc. in Statistics & Information Technology**

Alneelain University, Khartoum, Sudan - Jul 2008

AREA OF EXPERTISE / SKILLS

- Recruitment & Selection
- Talent Acquisition
- Payroll & Benefits Administration
- Problem-Solving & Decision-Making
- Performance Management:
- Training and Development
- Change Management
- Organizational Development
- Data Management and Reporting
- MS Office Suite
- HRIS/ERP Systems

KEY ACHIEVEMENTS

- Streamlined recruitment process by implementing a new applicant tracking system, resulting in a 20% reduction in time-to-hire.
- Implemented a new performance management system, leading to improved employee engagement and performance.
- Developed and implemented a talent management strategy, resulting in a 15% increase in employee retention.
  Reduced employee turnover by 10% through effective employee relations practices and conflict resolution.
- Achieved 100% accuracy in payroll processing and compliance with tax regulations.
  Led the implementation of a new HRIS system, improving data accuracy and efficiency by 30%.
- Optimized office supply inventory management leading to a 15% reduction in supply costs.
- Provided exceptional customer service by handling inquiries promptly and professionally, achieving a customer satisfaction rating of 95%.

PROFESSIONAL RECOGNITION

- Selected 3 times among the Top 200 Arabic-speaking HR Creators on LinkedIn by Favikon.

EXPERIENCE

HR Executive | ALLBEAUTY-FZC| Sharjah – Saif Zone | Dec 2024 – Until now

- Lead and manage the full HR function end-to-end, covering recruitment, onboarding, employee relations, payroll, performance, compliance, and offboarding
- Oversee the complete recruitment cycle for all roles, from manpower planning and job posting to interviewing, selection, and hiring
- Develop, update, and align job descriptions with organizational structure and business needs
- Coordinate and execute a smooth onboarding process, ensuring new hires are fully integrated and compliant
- Serve as the primary point of contact for all employee inquiries, ensuring timely resolution and maintaining a positive work environment
- Handle employee relations, mediate conflicts, and guide managers and staff to maintain workplace harmony
- Manage the full performance management cycle, including goal-setting, evaluations, and feedback delivery
- Partner with department heads to identify performance gaps and implement development and improvement plans

- Oversee monthly payroll processing with full accuracy, ensuring compliance with UAE labor laws and company policies
- Ensure adherence to labor regulations, health and safety standards, and internal HR policies across all departments
- Maintain accurate, updated, and confidential employee records and HR documentation
- Manage visa processing, renewals, and cancellations in coordination with the PRO, ensuring full compliance with the UAE government requirements for all international staff
- Administer and track employee leave balances, approvals, and policy compliance
- Lead the offboarding process, conduct exit interviews, and ensure proper documentation and clearance
- Drive employee engagement initiatives and foster a positive organizational culture

Recruiter Specialist | M24 for Digital Marketing| Dubai |Sep 2024 – November 2024 | Hybrid

- Managed the full recruitment cycle from sourcing to onboarding for diverse roles across the company.
- Developed and maintained a candidate database to ensure a steady talent pipeline for current and future vacancies.
- Created and published job advertisements across various channels to attract suitable candidates.
- Screened CVs, conducted initial interviews, and evaluated candidates for skills, experience, and cultural fit.
- Coordinated interview schedules and communicated effectively with hiring managers and candidates.
- Maintained accurate recruitment records and reports for tracking progress and analyzing hiring trends.
- Ensured all recruitment activities complied with company policies and UAE labor laws

Senior HR Officer | Haggar Group Coldair Engineering Company (CEC) | Sudan | Sep 2019 - Jun 2023

- Successfully managed employee onboarding and offboarding processes, ensuring
- Reduced administrative workload by automating routine tasks through HRIS, freeing up time for strategic HR initiatives.
- Provides relevant data for calibration sessions to ensure that year-end reviews were conducted in a fair manner and in line with performance management policies and assessment criteria.
- Support new employee onboarding, including preparing orientation materials and conducting sessions.
- Manage insurance, licensing, and procurement processes for company vehicles.
- Handle vehicle-related contracts and act as the liaison between the company and clients.
- Maintain file records, manage leave requests, and oversee attendance and medical insurance.
- Streamlined recruitment process by implementing a new applicant tracking system, resulting in a 20% reduction in time-to-hire.
- Administer social insurance, resignation, and termination processes.
- Collaborate with the Public Relations department on arranging and managing errand expenses.
- Oversee company purchases using the ERP system.
- compliance with company policies and legal requirements.
- Implemented a new performance management system, leading to improved employee engagement and performance.
- Evaluated and redesigned compensation and benefits packages, enhancing competitiveness and employee satisfaction.
- Led change management initiatives during organizational restructuring, ensuring smooth transitions and maintaining employee morale.
- Created and executed succession planning strategies, ensuring a pipeline of qualified candidates for key positions.
- oversaw various HR projects such as wellness programs and diversity initiatives, contributing to a more inclusive workplace.
- Developed and implemented employee retention strategies, resulting in a noticeable decrease in turnover rates.

Senior HR Officer | Abu-Alfadil United Company | Sudan | Nov 2017 - Jun 2019

- Developed and executed a talent management strategy, increasing employee retention by 15%. Led the successful implementation of an advanced HRIS system, enhancing data accuracy and efficiency by 30%.
- Conducted employee satisfaction surveys, identifying improvement areas and executing initiatives that boosted satisfaction by 20%. and ensuring smooth integration with existing processes.
- Reduced employee turnover by 10% through effective employee relations and conflict resolution.
- Design, conduct, and analyze employee satisfaction surveys to identify areas for improvement. Manage and resolve employee relations issues effectively through conflict resolution and the implementation of

best practices in employee engagement, reducing turnover.
- Collaborate with management to develop and refine HR policies and procedures that support the organization's objectives and create a positive workplace environment.
- Ensure compliance with local labor laws and regulations, keeping policies up-to-date.
- Oversee payroll processing, ensuring accuracy and compliance with tax regulations.
- Manage employee benefits programs, including enrollment, claims, and resolution of issues.
- Identify training needs and coordinate professional development programs for employees.
- Implement and manage employee training initiatives to support career growth and skill development.
- Develop and implement performance management systems, including setting goals, conducting appraisals, and providing feedback.
- Work with managers to address performance issues and develop action plans.

HR Officer | Abu-Alfadil United Company | Sudan | Jan 2016 - Oct 2017
- Achieved 100% accuracy in payroll processing and compliance with tax regulations.
- Implemented a new attendance tracking system, leading to improved employee attendance and productivity.
- Successfully resolved employee grievances, maintaining a positive work environment.
- Streamlined benefits administration, enhancing employee satisfaction and reducing processing time.
- Developed and enforced HR policies, ensuring compliance with labor laws and company standards.
- Spearheaded employee engagement initiatives, resulting in higher morale and retention.
- Improved HR data management by transitioning to a digital filing system, increasing accessibility and accuracy.
- Facilitated employee training programs, leading to enhanced skills and performance across the team.

Office Manager | Abu-Alfadil United Company | Khartoum,Sudan |Sudan | Feb 2014 - Dec 2015
- Implemented a streamlined document management system, resulting in a 20% increase in document retrieval efficiency.
- Optimized office supply inventory management, leading to a 15% reduction in supply costs.
- Provided exceptional customer service by handling inquiries promptly and professionally, achieving a customer satisfaction rating of 95%.
- Enhanced administrative support by effectively coordinating meetings, appointments, and travel arrangements, ensuring minimal disruptions to daily operations.
- Successfully managed office maintenance and equipment upkeep, resulting in a well-maintained and functional workspace.
- Collaborated with cross-functional teams to streamline document workflow and improve overall efficiency.

Administrative Supervisor | Brighter Choice International School | Sudan |Jun 2011 - Oct 2013
- Developed and managed school budgets, ensuring optimal allocation of resources and cost effectiveness.
- Implemented a new curriculum tracking system, improving the monitoring and evaluation of student progress.
- Successfully organized and executed school events and activities within budget and timeline.
- Provided administrative support to teachers and staff, enhancing operational efficiency.
- Collaborated with school management to develop and implement school policies and procedures.

RECRUITMENT PROJECT

United Peace Organization |Sudan | Dec 2024 – Apr 2025 | Remotely
- Led targeted sourcing campaigns to identify high-quality candidates across multiple job categories.
- Conducted thorough screening and initial interviews to evaluate candidates' qualifications, experience, and cultural

alignment.
- Collaborated closely with management to provide data-driven recommendations for candidate shortlisting.
- Maintained and optimized a centralized candidate database to streamline recruitment tracking and reporting.
- Facilitated smooth candidate communication and coordination, ensuring a positive applicant experience.
- Contributed significantly to the recruitment process by managing pre-selection stages without involvement in final hiring or onboarding.

CERTIFICATES

- SHRM Certificate (In progress) Expected Completion: Feb 2027
- Work Smarter Not Harder: Time Management for Personal & Professional Productivity |Coursera, Jun 2024
- Leadership, Problem Analysis, & Decision Making | Idlal, May 2024
- People Success: Employee Assessment | LinkedIn Learning, Jan 2024

- Problem-Solving Techniques | LinkedIn Learning, Dec 2023
- Using Data Science to Hire Employees | LinkedIn Learning, Nov 2023
- Generative AI, Recruiting & Talent Acquisition | LinkedIn Learning, Nov 2023
- TOT Certification | Haggar Group, Dec 2020

REFRENCE

- **Available Upon Request**