

Aya Khalil Mohamed Salih

Director Manager

Address Khartoum, Sudan

Phone +249 12 345 5900

E-mail Aayaakhalil16@gmail.com

Dear Hiring Manager,

I am excited to apply for a leadership role in your esteemed organization, bringing over 15 years of experience in **human resources management, administrative affairs, strategic planning, and quality management**. Throughout my career, I have been instrumental in **establishing and developing HR departments, designing HR policies, and implementing strategies that drive employee engagement and organizational growth**.

I have held key leadership positions in reputable organizations, including **Al-Zargaa Engineering Complex – Advanced Technology Group, Defense Industries System in Sudan**, where I was promoted from **HR Manager to Director of Human Resources** in recognition of my contributions to workforce planning, performance management, and compliance.

I also served as **HR Manager at High Level Aviation Academy – Safat Aviation Group**, where I led **talent acquisition, training programs, and employee development initiatives**. In addition, my experience as **Head of HR and Administrative Manager** has strengthened my ability to optimize operational processes and enhance workplace culture.

Beyond HR leadership, I have expertise in **quality management, having managed ISO 9001 compliance and spearheaded the implementation of EFQM standards** to improve organizational excellence. My educational background includes a **Ph.D. in Business Administration from Al-Neelain University and an MBA from the International University of Africa**, complemented by numerous certifications in HR, leadership, and performance management.

I am passionate about **developing high-performing teams, fostering a culture of excellence, and aligning HR strategies with business objectives**. I welcome the opportunity to discuss how my experience can contribute to your organization's success. Please find my resume attached for further details.

Best regards,

Aayaa Khalil Mohammed