

Aya Khalil Mohamed Salih

HR Director

Address Khartoum, Sudan

Phone +249 12 345 5900, +249 9 1217 5831

E-mail Aayaakhalil16@gmail.com

LinkedIn <https://www.linkedin.com/in/aayaa-mohamed-116aba22a>

Indeed <https://profile.indeed.com/p/aayaam-z3hpcwc>

A highly experienced HR and Administrative Director with over 15 years of expertise in human resources management, administrative affairs, strategic planning, and quality management. Skilled in establishing HR departments, developing HR strategies and policies, and enhancing employee development. Possesses strong expertise in workforce planning, performance management, and legal compliance. Holds a PhD in Business Administration and has participated in numerous specialized training courses in HR, leadership, and quality management. Additionally, experienced as a trainer and consultant in human resources management.

Education

2020	Ph.D. In Business Administration El Neelain University
2014	Master of Business Administration (MBA) Faculty of Economics, International University of Africa
1989	Bachelor's Degree In Agricultural Science: Food And Dairy Technology Basra University

Work History

2021-06 - 2022-08	Director of Human Resources Circle ElZrgaa Engineering Complex_Advanced Technology group_Defence Industries System,Sudan Was Responsible for: <ul style="list-style-type: none">• Developing and executing strategic HR initiatives to align with the company's business goals.• Leading and overseeing talent acquisition, performance management, and employee development programs.• Implementing and enforcing HR policies, compensation structures, and compliance regulations.• Enhancing and optimizing employee relations by resolving conflicts, fostering engagement, and improving workplace culture.
2020-06 - 2021-06	HR Manager ElZrgaa Engineering Complex_Advanced Technology group_Defence Industries System,Sudan Was Responsible for: <ul style="list-style-type: none">• Managing recruitment, onboarding, and workforce planning to meet organizational needs.• Developing training programs to improve employee skills and career growth opportunities.• Ensuring compliance with labor laws and internal company policies.• Overseeing payroll, benefits administration, and performance evaluation processes.

2014-06 - 2020-06

HR Manager

High level Aviation Academy _Safat Aviation Group_Defence Industries System,Sudan

Was Responsible for:

- Developing and implementing HR strategies to support company objectives and drive growth.
- Overseeing HR policies and procedures to ensure compliance and continuous improvement.
- Leading recruitment, selection, and talent acquisition processes to meet organizational needs.
- Designing performance evaluation systems and incentive programs to enhance productivity and retain top talent.

2013-06 - 2014-05

Head of Human Resource Section

High level Aviation Academy _Safat Aviation Group_Defence Industries System,Sudan

Was Responsible for:

- Supervising the implementation of HR policies within the department and ensuring compliance.
- Monitoring recruitment processes and coordinating with different departments to fulfill staffing needs.
- Providing support and guidance to the HR team to improve efficiency and performance.
- Contributing to the development of training and professional development programs.

2010-02 - 2013-05

Administrative Manager

High level Aviation Academy _Safat Aviation Group_Defence Industries System,Sudan

Was Responsible for:

- Supervising day-to-day operations of the administrative department and staff members.
- Reviewing and optimizing work systems to enhance efficiency and productivity.
- Managing office budgets, procurement, and resource allocation.
- Ensuring compliance with company policies and regulatory requirements.

2006-06 - 2010-02

Executive Secretary

High level Aviation Academy _Safat Aviation Group_Defence Industries System,Sudan

Was Responsible for

- Providing high-level administrative and clerical support to executives and department heads.
- Managing calendars, scheduling meetings, and coordinating travel arrangements to ensure efficiency.
- Handling confidential information requests, preparing reports, and drafting official correspondence.
- Overseeing office operations, ensuring smooth communication between departments, and optimizing workflow.

2000-03 - 2006-06

Quality Management System Manager

Elmasara Co. for Cement Production Ltd.

Was Responsible for:

- Developing and implementing quality control processes to ensure compliance with industry standards.
- Establishing, maintaining, and continuously improving quality management systems to enhance operational efficiency.
- Conducting audits and performance evaluations to identify areas for improvement and drive process optimization.
- Leading training programs to promote quality awareness and ensure adherence to best practices.

Achievements

2015-05	Established the Human Resources Department at High Level Aviation Academy in Khartoum
2013-03	Participated in the implementation of EFQM (European Foundation for Quality Management) 2013 at the Academy, leading the development, application, and monitoring of methodologies for People Standards
2012-08	Established the Human Resources Section at High Level Aviation Academy in Khartoum
2012-06	Developed internal work systems for the Human Resources Department, adopting and implementing all central HR systems.

Certificates

- ISO 30414 Framework Workshop | ALJhood | Jan 2022
- Future of HR 2030: What You Need to Know Today Distance Learning Workshop | ALJhood | Oct 2021
- Future of Human Resource Management 2030: What You Need to Know Today | Aljhood Group (Online) | October 2021
- Human Resource Management Transformation | DAM Center | July – September 2021
- HR Management Skills and Techniques | Arab HR Professional Society (Alpha), Oman (12 hours, online) | July 2021
- HR Analyst | ALJhood | June 2021
- Occupational Program in Social Insurance | Arab Labor Organization | June 2021
- CHRA: Certified HR Analyst | Aljhood Group (15 hours, online) | June 2021
- Achieving Performance Management | February 2021
- Performance Management | October 2020
- Succession Planning | September 2020
- Effective Workforce Planning | May 2020
- Competency-Based Interviews | February 2020
- Human Resource Management Training | 2018
- ISO 9001:2000 Awareness and Implementation Training Course | 2016
- Strategic Planning Using the Balanced Scorecard | 2016
- Linking Career Path with Training Path | 2015
- Key Performance Indicators (KPI's) Course | 2015
- Modern Methods for Analyzing and Determining Training Needs Workshop | 2015
- Measuring the Overall Impact of Training & Criteria for Selecting Trainees | 2014
- Employee Accountability Law | 2014
- Report Writing Skills | 2014
- Training Needs Analysis Course (TNA) | 2014
- Managing Innovation in Service | 2014
- Labor Law Problems and Solutions | 2013
- Sudanese Labor Law | 2013
- Training of Trainers (TOT) | 2013
- Professional Diploma in Human Resources Management with Competencies | 2013
- Effectiveness Supervisory Skills | 2012
- The Malaysian Experience in Development & Creative Thinking | 2012
- Intensive Courses in English Language (Level 1-2) | Islamic Institute & Translation Center, | 2005
- ISO 9000-2000 Series Auditor Lead Auditor Training Course | 2004
- Internal Audit Course | July 2003
- ISO 9000-2000 Essentials | 2003

Technical Skills

- Workforce Planning
- Performance Management
- Training Needs Analysis (TNA)
- Recruitment & Talent Acquisition
- Quality Management Systems (ISO 9001)
- HR Reporting & Data Analysis
- Succession Planning
- Balanced Scorecard (BSC) Implementation
- Microsoft office

Personal Skills

- Time Management
- Teamwork
- Work under pressure
- Negotiation
- Problem Solving
- Effective Communication
- Flexibility
- Leadership

Languages

Arabic: Native

English: Pre Intermediate