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**RESUME/C.V**

**NAME : ELTAYEB AHMED ELDAW ELNOR**

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**Personal Data**

Age 29 years old

**Marital status** Married & I have 1 children(Daughter)

**Health** Fitness

**Date of Birth** 1/1/1987

**Gender** male

**Nationality** SUDANESE

**RELIGION**  MUSLIM

**ACADAMIC QUALIFICATION**

B.Sc. in Economics & political science **(2013)**

Faculty of economics &social studies

At university of Khartoum

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P**ROFESSIONAL CERTIFICATES**

1. CERTIFICATES OF ( HUMAN RESOURCES SPECIALIST) FROM AMERICAN INSTIUTE OF PROFESSIONALSTUDIES-**2016**
2. CERTIFICATES OF ( HUMAN RESOURCES SPECIALIST) FROM EXPERTS TRAINING CENTER- 2016
3. CERTIFICATES OF ( ORGANIZATIONAL CULTURE) FROM OTION CENTER FOR SCIENTIFIC RESARCH -2016
4. CERTIFICATES OF (LEARNING STYLES ANALYSIS) FROM OTION CENTER FOR SCIENTIFIC RESARCH- 2016
5. CERTIFICATES OF(EFFECTIVE COMMINCATION) FROM (MIC) CORPORATION -SUDAN -2016
6. CERTIFICATES OF( TOTAL QUALITY MANAGEMENT) FROM (MIC) CORPORATION –SUDAN- 2016
7. CERTIFICATES OF( ADVANCE EXCEL) FROM MILITARY INDUSTERIAL CORPORATION (MIC) –- 2016
8. CERTIFICATES OF(OPERATIONAL PLANNING)FROM ALNAGM ALTHAGIB MANAGEMENT STUDIES- SUDAN 2015
9. INTERNATIONAL CERTIFICATE DRIVE LISENCE (ICDL) 2015.
10. CERTIFICATES OF (RETURN OF INVESTMENT IN TRAINING) FROM ANGEZ TRAINING CENTER-2015.
11. CERTIFICATES AOBUT (ETHICS OF LABOR) AT AWRAD CENTER FOR TRAINING- SUDAN 2015.
12. CERTIFICATES AOBUT (SPSS) AT ALMADA FOR COMPUTER CENTER –SUDAN- 2011.
13. CERTIFICATES OF( COMPUTER SKILLS) AT UNIVERSITY OF KHARTOUM- 2011.
14. PMP CERTIFICATE(PROJECT MANAGEMENT PROFESSIONAL) KHARTOUM 2016
15. CERTIFICATE OF TEMPORARY TRAINING.(ISO15001)2016

**ATEND CONFERENCES**

1. SECOND HUMAN RESOURCES CONFERENCE FOR (MIC) CORP AT KHARTOUM -2014
2. HTIRD HUMAN RESOURCES CONFERENCE FOR (MIC) CORP AT KHARTOUM GRAND HOLLI DAY FILLA HOTEL KHARTOUM 2015
3. SECOND CONFERENCE FOR TOTAL QUALITY MANAGEMENT PRIZEAT (MIC) CORP AT KHARTOUM -2015

**Work Experience**

1. **HR Department At( military industrial corporation)FROM 2014 Until Now .**

* **HR planning**
* **Recruitment and selection**
* [**performance appraisals**](https://en.wikipedia.org/wiki/Performance_appraisal)
* **TRAINING**
* **ORGANIZATIONAL CULTURE**
* **PRSONNEL& SERVISES**

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**LANGUAGE PROFICIENCY & OTHER SKILLS**

**LANGUAGEArabic -AS FIRST LANGUAGE**

**ENGLISH LANGUAGE** -**VERY GOOD (WRITTEN& SPOKEN)**

**COMPUTER SKILLS -EXCELLENT KNOWLEDGE SOFTWARE (INTERNET& MS,WORD,**

-**EXCEL, POWER POINT, ACCESS, OUTLOOK)**

-**EXCELLENT IN Typing.**

**OTHER SKILLS- Ability to work in all locations**

* **Good communications skills**
* **Fluent in both English &Arabic language(written spoken)**
* **Ability to work under pressure**
* **Ability to work with team work**

**Interest in**

* **INTERNET BROWSING**
* **READING NEWSPAPER&**
* **READING**
* **SOCIAL PARTICIPATION AN VOLUNTEER CONVOYS**