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Executive Summary

A professional background of **Business Administration**, managing organizations, setting or developing strategic management, Human resource management, Finance, Banking Software (T24 and ERP Oracle), Payroll Management, Peachtree, QuickBooks, Microsoft Office, marketing and preparing marketing strategies and plan, logistics and distribution management also humanitarian affairs, report and proposal writing skills. Have strong managerial skills in customer satisfaction and sales with excellent communication, teamwork and leadership. I have more than 17 years experience in Finance and Administration about public and private sector.

Summary of core qualifications:

- A Business with extensive experience in Banking, financial services, accounting, Auditing, budgeting, controlling and governance, Marketing Analyzing.
- Ensured planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Conducted and harmonized integrated Management the employee performance.
- Performed control and analysis of work performance to ensure the successful Management and sustainable growth.
- Developed and implements organization's performance management and staff appraisal system, Maintains the work structure by updating job requirements and job descriptions for all positions, Maintains organization staff by establishing a recruiting, testing.
- Prepared Strategy development of HRM, Attendance & assessing the all aspect of HRM.
- Develops and implements progressive career structures and reward systems for employees to enhance employee motivation and retention in the organization.
- An experienced user of Banking Software (T24 and Oracle), Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks, Peachtree and various Google Applications.

Work Experience .

**Central Bank Of Somalia
Admin and HRM Officer-**

2011- present, Mogadishu-Somalia-

Key Areas of Accountability:

Manage the Payroll:

- To familiarize him/self with the ERP Oracle and Microsoft Excel that used Banking Software Solution.
- Wages based on grading system.
- Employee Budgetary preparation.
- Employee compensation

Manage Procurement:

- Support projects in development of procurement plans and consolidate project procurement plans at the Country level
- Organization and implementation of the procurement process of each project, including preparation of terms of reference, publication of procurement calls and bidding invitations, receipt of offers and quotations and their corresponding evaluation, in full compliance with IRS rules and regulations; all in coordination with the Operations Support Manager
- Ensuring purchases is done in time for project use.
- Reviewing quotations and analysing them for price, quality, timeless and service.
- Advise Procurement Committee on procurement process
- Carry out market price surveys in local markets
- Ensure that up-to-date files for price guide / catalogs / products technical information to be used by the office for Budgetary and ordering purposes are maintained.
- Provide relevant support for all the procurements in the other Field Offices
- Compliance of procurement activities with IRS rules, regulations, policies and strategies; implementation of the effective internal control

Manage the employee recruitment :

- Identification Vacancy;
- Preparation for recruitment;
- Sources of candidates
- Receiving Application
- Staffing selection process
- Sifts of Candidates
- Interviewing

Supervise the team

- Draw up a work plans;
- Delegate the activities and check that they are carried out properly;
- Organize training sessions;

- Provide technical support to the team if necessary.

Administration:

- Archive, and keep soft & hard copies of all Admin and HRM documents
- Assist HRM Director in producing regular, timely and accurate narrative and employee reports for CBS

Reports

- Write a logistics report on the procurement and logistics and transmit it to the Operations Support Manager: narrative of activities, stock reports, reports on donations in kind, list of car prices, equipment list, Write reports on incidents;
- Write follow-up reports on purchase orders and transmit them to the bases/programmes and to the Operations Support Manage.

Al-jazira General Trading Company and Towfiq General Trading Company Marketing Consultant - 2010-2013, Mogadishu – Somalia.

Key Responsibilities:

- Analyzing marketing opportunities
- Researching and selecting target markets
- Designing marketing strategies
- planning marketing programs (marketing mix)
- implementation and control

Marketing key solution:

- Situation Analysis
 - ❖ Corporate Capabilities and Culture
 - ❖ Customer Analysis
 - ❖ Competitive Analysis
 - ❖ Collaborators
 - ❖ Macro Issues
 - ❖ SWOT Analysis
 - ❖ Objectives
 - ❖ Alternative Strategies
- Action Plans
 - ❖ Evaluation and Recommendations
 - ❖ Marketing Mix Elements (Product, Price, Promotion, Place)
- Implementation and Evaluation
 - ❖ Forecasting and Budgeting
 - ❖ Measures of Effectiveness

Siha Medical Centre Mogadishu Somalia. 2007-2009 Admin and Finance Officer.

Main Responsibility

Finance

- Maintain existing financial systems including petty cash, expenses, mileage claims, and income & expenditure records; process all payments through Cash flow and monthly bank reconciliation.
- Work with the Development Manager to improve existing systems to reflect bigger staff team.
- Log and submit all claims to appropriate funding body (multiple funders) and maintain all relevant paperwork in good order
- Provide Management Committee with full monthly financial report
- Assist in the preparation of annual accounts
- Assist with project financial related work as required

Office Management

- Overall day to day office management
- First point of contact for Fife Diet including answering telephone, screen and direct calls, take and relay messages, deal with queries and provide information about the Fife Diet from the public
- Organize, maintain and tidy the office area and equipment
- Be proactive in finding more efficient ways of working through use of new tools or procedures
- Ensure knowledge of staff movements in and out of project maintaining a diary system for all staff either manually or electronically
- General administrative support including preparing letters and documents, receive and sort mail and deliveries, schedule appointments
- Organize meetings for the staff team and also the Management Committee
- Help to support occasional project volunteers
- Ensure data is backed up
- Assist with project related administrative work as required

Red Crescent Office UAE, Mogadishu, Somalia. 1999 -2007: Education and Social Care Departments.

Key Responsibilities:

- To provide effective administrative support to all office operations
- To provide financial administration including bookkeeping, data entry, and processing of invoices
- Teacher in khadija Model School secondary Mathematics, Arabic, Islamic Studies.
- Cashier in Khadija Model Shcool
- Supervisor in Orphanages
- Support the administrator and team with all administrative tasks as necessary
- Manage reception - act as first point of call for all external communications including general email, post and telephone enquiries.
- Support communications through social media and website updates.
- Communicate with suppliers; ensure availability of day-to-day office items.
- Maintaining staff and volunteer training records.
- Perform any other duets assigned by the line manager

Projects

- Decision Support System DSS (Class Project for MIS subject)
- Writing Project Proposal (Class Project for Project Management Subject)
- Preparing Marketing Plan (Class Project for Marketing Subject)
- How to Manage the small Business (Somali Version)
- The Initial Management) Somali Version
- Effect of Money Transfer System on the Economic Growth of Somalia: Case Study, Central Bank of Somalia, Supervision Department (Master thesis)

Education

2014 – 2017: Executive Masters of Business Administration Jomo Kenyatta University Agriculture and Technology-Nairobi-Kenya.

2016 –2017: Post Graduate Diploma in Islamic Banking and Finance - Al-Huda Centre Islamic Banking and Economics- Lahore-Pakistan

2003-- 2007 : Bachelor of Business Administration INDEAN OCEAN University Mogadishu- Somalia.

2004 – 2005: Advanced Diploma in Business Administration at Somalia Human Development Centre (SOHDEC), Mogadishu-Somalia.

2001--- 2002: Post-Secondary Diploma at Somalia Human Development Centre (SOHDEC), Mogadishu-Somalia

1997 – 1999: Secondary school Certificate at Usamah Binu Zayd Secondary School, Mogadishu-Somalia.

1992--- 1996: Primary and intermediate School Certificate at Abubakar Sadiq primary School, Mogadishu Somalia.

Languages: Arabic, English, Somali

Citizenship: Somali, Djiboutian

Clearance: Top Secret

References:

1. Mohamed Omer Osman
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