

Hala Abdelwahab

Location: Sharjah, United Arab Emirates

Languages: Arabic | English

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HR and Finance Specialist

Professional Summary

Dynamic and results-oriented HR and Finance Specialist with 8 years of comprehensive experience in managing human resources and financial operations. Adept at implementing strategic HR practices, optimizing talent acquisition, and enhancing employee relations. Proven expertise in financial planning, budgeting, and analysis using various ERP systems. Skilled in balancing complex HR and financial responsibilities while maintaining high standards of compliance and confidentiality. Committed to leveraging a robust blend of HR, financial, and ERP acumen to contribute to organizational success and employee satisfaction.

Skills:

- Proficient in ERP systems: Odoo, Oracle, SAP
- Expert in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Strong management and organizational skills
- Excellent communication and problem-solving abilities
- Customer service oriented
- Experienced in payroll systems and report preparation
- Knowledgeable in HR and finance best practices
- Adaptable to new technologies and ERP platforms

Work Experience

Human Resources Specialist: Bureau of Civil Service Affairs, Sudan, Khartoum (2022-2024)

- Developed and implemented recruitment strategies using Odoo ERP, improving hiring efficiency
- Managed the full hiring cycle, from candidate attraction to onboarding
- Administered salary and benefits programs, ensuring competitive and compliant practices
- Identified training needs and organized development programs using Odoo's learning management module
- Ensured adherence to labor laws and company policies, maintaining accurate records in Odoo
- Created and updated HR policies, effectively communicating them to employees
- Contributed to HR strategy alignment with organizational goals

Human Resource Assistant: Military of Defense, Khartoum North (2019-2022)

- Assisted with scheduling, correspondence, and maintaining HR files in Odoo ERP
- Managed employee records, ensuring data accuracy and confidentiality
- Supported payroll data collection and addressed payroll queries using Odoo's payroll module
- Addressed employee questions and assisted with engagement activities
- Ensured HR practices complied with laws and maintained required documentation
- Prepared and managed HR-related reports using Odoo's reporting tools

Human Resource Officer— Sudanese Petroleum Pipeline Company (SPPC), Sudan, Khartoum (2016-2018)

- Administered employee benefits and handled compensation-related tasks
- Ensured adherence to employment laws and company policies
- Maintained employee records and managed HR documentation in early-stage ERP systems.

Courses

- Project Management Professional (Sudatel Telecommunication Academy)
- Procurement and Contracts Management (Concept Training Center)
- Odoo Functional Course (Online, 2023)

Education

Master of Arts in Public Administration, AL KHARTOUM UNIVERSITY (2019-2022)

B.Sc. Bachelor of Business Administration, AL AHFAD UNIVERSITY FOR WOMEN (2010-2015)