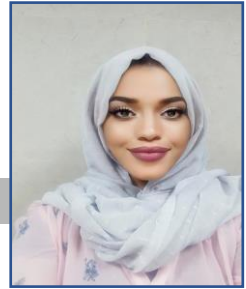


CURRICULAM VITAE



PERSONAL INFORMATION

Name : Sabreen Ramdan Mohamed
Nationality : Sudan
Date of birth : 02/08/1991
Civil status : Single
Mob : 55933742
QID : 29173602478
Expiry Date : 05/03/2024
Address : Doha – New Saltah
Email : sabreenramdan12@gmail.com

EDUCATIONAL QUALIFICATIONS

- **SUDAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (2010-2015)**
[Bachelor of Science in Electronic Engineering](#)
- **ENGLISH DISCUSSION CENTRE (2017-2018)**
[Successfully completed English course of communication skills – advance level.](#)

WORK EXPERIENCE

G4S Qatar HR Division - Welfare Department March

2019- Present

[Welfare Manger for the HMC Project April 2021 - present](#)

- Works as a path between workers and management to ensure each party's utmost interest.
- Help management to help shape labor polices and enlighten workers about them, and advice workers on standing orders and their rights.
- Maintain good workers and employer relationship within the organization.
- Liaise with the operations department and resolve conflicts between workers and operations.
- Prepare welfare reports and share them with the HR manager.
- Visit workers who have been hospitalized to insure their wellbeing.
- Supports the development of worker welfare policies and procedures.
- Complies with the standard of clients.
- Monitor the employees' health and safety issues and take necessary steps.
- Closely monitor cases of abuse and tale immediate actions to resolve.
- Communicate the workers needs in the workplace.
- Arrange welfare activities for the employees.
- Keep records of all the activities done for welfare management.
- Attend to all meeting with clients and assist in conflict resolutions.

- Arranging welfare joint committee in each accommodation by selecting\ electing welfare representatives.
from different nationalities to assist the employees to raise their grievances
feely without fearing of retaliations.
- Act as the first point of contact for all staff where concerns about welfare, discrimination, poor practice, speaking out, and safe to say or abuse are identified.
- Aware migrant workers of their legal rights specially such issues related to sexual harassments, discriminations ... etc. in their work places.
- Scheduling monthly welfare meetings with the representatives.
- Sharing the MOM with HMC management.
- Preparing monthly welfare minutes of meetings and rectifying any issues which raised during the meeting.
- Attending and preparing accommodation inspection reports and share them with the concern department to rectify the issues with a time frame.
- Scheduling site visits to employees in their work places to ensure their fully awareness about worker welfare and encourage them to speak out.
- Attending monthly KPI meeting with HMC management.
- Preparing monthly KPI reports
- Attending and arranging monthly welfare engagement activities in monthly basis.

- Exit interview counseling for the employees who want to resign from the company.
- Implementing quarterly survey for the employees and share the result with the client.

TRAINING SESSIONS

- ✓ Joint Committee Training by ILO – QF
- ✓ Training in Sudanese Electric Distribution Company.
- ✓ Introduction of basic security (G4S)
- ✓ Customer service training (HIA)
- ✓ Avsec Security training (HIA)

LANGUAGES:

- ✓ Arabic- the mother tongue
- ✓ English – Fluent

PERSONAL SKILLS

- ✓ Good computer skills.
- ✓ Learn quickly and adapt to any situation.
- ✓ Team oriented and ready to take on responsibilities.
- ✓ Accepts any special training / development that enhances efficiency.
- ✓ The ability to work independent and as part of a team.
- ✓ Flexibility to adapt and deal with the work environment.
- ✓ The ability to work under pressure as required.
- ✓ Accuracy, perseverance and a desire to advance.