

Curriculum Vitae

Tarig Siddig Adam Hammed

Ph.D., MBA, B. Sc. "General" Pub. Admin. & Mgt.



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Summary:

I'm a senior business consultant and research specialist, holding tertiary qualifications in business administration and management (B. Sc. "Gen.", MBA, and Ph.D.), which enriched my knowledge of business issues and problems and awareness of the differences between academic and real business life. My academic and business research activities in various business management domains made me possessing rich professional experiences in management and market research, feasibilities studies, business startups and strategies. Professionally, I held many managerial and administrative positions, such as Manager, Executive Manager, Assistant Human Resources Officer, Administrative Assistant, and an Employee, which made me aware of many administrative and managerial complications at the various levels of the organizational hierarchy.

Beside that I possess practical experiences in training programs design and implementation, which include but not limited to; Hospitals and Health Care facilities Management, Media and News Institutions Management, Learning and Development Management in the Sudanese Context).

Personal Profile:

Birth Date:	27 December 1975
Gender:	Male
Nationality:	Sudan
Residence Location:	Khartoum, Sudan
Marital Status:	Single
Passport No.:	P00228516 – Sudan

Academic Qualifications:

May 2016	University of Khartoum, Sudan Doctorate of Philosophy in Business Administration – Ph.D.
April 2009	University of Khartoum, Sudan Master of Business Administration – MBA
June 2005:	University of Juba, Sudan Bachelor of Science "General" in Public Administration and Management.

Professional Experience:

Jan 2011 – Up-to-date	Trainer, Statistical Analyst & Surveyor, Market Researcher & Business Consultant - <i>Freelancer</i> <ul style="list-style-type: none"> - Trainer: Designing and implementation of Training Courses and Programs. - Statistical Analyst Surveyor: Statistical and surveys (marketing research, services promotional campaigns, etc.). - Consultant: Providing consultancies for individuals and institutions in various fields of career development - individuals, and organizational problems solving.
Nov. 2010 – Dec. 2010:	Assistant Human Resources Officer - <i>MC - Scotland (Mercy Corps)</i> <ul style="list-style-type: none"> - Validating timesheets and monthly compensation. - Processing and properly document all daily HR activities. - Assist in processing employee timesheets into a routine, monthly payroll. - Track annual leaves days, per diems and other allowances, reflect them on the payroll. - Processing monthly payroll for temporary employees and service contractors. - Assist in providing position (jobs) descriptions to management for the recruitment of new positions. - Managing the recruiting new staff. - Clearing all departing staff. - Handling daily petty cash and field payments (finance department).
Jun. 2010 – Sept. 2010:	Administrative Assistant - Human Resources Department - <i>Alzytouna Specialist Hospital, University of Medical Sciences and Technology</i> <ul style="list-style-type: none"> - Following-up HRD daily Activities. - Conducting recruiting and selecting procedures. - Following-up HR issues with other related departments. - Preparing monthly payroll sheets. - Contacting outside bodies concerning HR Issues. - Supervising staff members' performance. - Preparing daily attendance reports. - Contributing in organizing and planning work processes. - Handling conflicts between staff members.
Nov. 2004 – Dec. 2007:	Manager - <i>Sudan Library Computer Services Center</i> <ul style="list-style-type: none"> - Managing all the divisions of the Center (Computer Lab, Internet Lab, Photocopying and Stationaries Division, Call Center and Accessories Division). - Following-up the administrative and financial issues with external bodies (Internet Services Provider - Locality - the University Administration – Clients “NGOs, Government Bodies and Agencies, Companies ... etc.”).
Sept. 2003 – Dec. 2003:	Network Operator - <i>Tagnia Net Center</i> <ul style="list-style-type: none"> - Operating the Network. - Troubleshooting, maintenance. - Administrative and financial tasks related to the network operations.

Jan. 1999 – Dec. 2002:	Executive Manager - <i>Bitalbalad Charity Society, Computer Center</i> - Directly responsible for the Computer Services Center. - Conducting day-to-day executive activities. - Estimating of the budget of the Center (Revenues and Expenditures, Financial Records), - Supervising other employees (recruiting and selecting, training, performance appraisal, and training).
Jul. 1998 – Dec. 1998:	Technician - <i>Abu Sin Computer and Engineering Service Center</i> - designing and printing department, and other activities related to the work of the Center.
Nov. 1997 – Jul. 1998:	Employee - <i>Khartoum State Waters' Corporation</i> - Reviewing and tracking Customers' Accounts. - Leading and supervising inspection teams.

Statistical Surveys and Analysis, Market Research and Feasibility Studies:

Aug. 2016	<i>Heavy Trucks Spare Parts Market Research</i> Conducted a market research of heavy trucks spare parts market in Khartoum State, Sudan for a private company.
Oct. 2012 – January 2013	<i>Electronic Payment System (POS) Market Research</i> Conducted and led a market research team of Electronic Payment System EPS at Point of Sales –covering both (buyers/sellers attitudes and requirements) in Khartoum State, Sudan.
March 2010 – May 2010	<i>Textile Products Market Research and Feasibility Study</i> Conducted market research and feasibility study for the textile products and textile manufacturing opportunities in Khartoum states, Sudan.
Jan. 2008 – Aug. 2008	<i>CaCO₃ Factory Feasibility Study</i> Conducted a feasibility study for establishing a CaCO ₃ (Calcium Carbonates) factory in Northern Sudan (River Nile). The Study covered all of the project's elements (Costs, Economic, Financial, Social feasibility), Resources Availability and the generally expected outcomes of the project.
Feb. 2003 – Jun. 2003	<i>Displaced Families and Household Statistical Data Analysis - Partners for Gender and Development - in Cooperation with International Rescue Committee IRC</i> Statistical Analysis of a Survey in Two Displaced Camps near Khartoum City. It covered the analysis of all related household issues such as Household size, Range of Age and other Demographic Statistics, Income, Sources of Income, Sources Water, Medical Services, etc.
2004 – up-to-date	<i>Statistical Data Analysis for Academic Research Projects</i> Many Statistical Data Analysis for Academic Research Projects in various academic disciplines (Management, Accounting and Finance, Psychology, Science, Media and Communication, Medicine and other related disciplines specializations, Engineering, etc.

Designed, Developed, Implemented and Coordinated Training Programs and Courses:

November - 2016	<p>Beneficiaries: International University of Africa Students.</p> <p>Training Objectives: Provides essential concepts, knowledge and skills of Islamic Banks and Financial Institutions.</p>
September – 2016	<p>Beneficiaries: Managerial and Administrative Staff in various Institutions who are responsible of Training and Development.</p> <p>Training Objectives: providing essential concepts, knowledge and skill building approaching for managing the learning and development processes in the Sudanese context</p>
April - 2016	<p>Beneficiaries: Managerial and Administrative Staff in various Media Institutions (Radio, TV, Journals, PR and Media).</p> <p>Training Objectives: Developing leadership, analytical and communication skills of the participators, and the applications of modern health facilities managerial concepts and theories to improve the practical capabilities in Media Institutions' management.</p>
2014-2015	<p>Beneficiaries: Managerial and Administrative Staff in various Health Facilities.</p> <p>Training Objectives: Developing leadership, analytical and communication skills of the participators, and the applications of modern health facilities managerial concepts and theories to improve the practical capabilities in health Institutions' management.</p>
2005-2007	<p>Beneficiaries: Students of the Faculty of Mathematical Sciences, University of Khartoum – Third Level – all specializations (Mathematics, Statistics, Computer)</p> <p>Training Objectives: Executing dissertation projects using programming languages (Visual Basic.net, Oracle and other related applications (Java, SQL, etc.) – Coordination. Strengthening Student's capabilities and abilities in using basic computer's and Internet applications – Implementation, Participation, and Coordination.</p>
2006	<p>Beneficiaries: Students of the Faculty of Arts, Department of Libraries and Information Systems, University of Khartoum, Fourth Level</p> <p>Training Objectives: Strengthening Student's capabilities and abilities in using basic computer and Internet applications – Implementation, Participation and Coordination</p>
2005	<p>Beneficiaries: Staff Members of Sudanese Military Intelligence, Sudanese Armed Forces</p> <p>Training Objectives: Data collection and information gathering and analysis using basic computer applications and facilities.</p>
2002	<p>Beneficiaries: Staff Members of Bitalbalad Charitable Society</p> <p>Training Objectives: Designing and implementation of a training program for the society's staff members in the use of basic computer applications.</p>

Professional Skills:

Skill	Skill Level	Years of Experience
Computer Applications (MS Windows, Office, SPSS & Project Management Applications)	Advanced	More than 15 years
Data Analysis and Interpretation and Inference	Advanced	More than 10 years
Translation (Business and Economic)	Advanced	More than 10 years
Authorship, Designing and Implementing Training Programs	Advanced	More than 10 years

Languages:

Language	Level	Reading	Writing	Speaking
Arabic	Mother Tongue	Advanced	Advanced	Advanced
English	Fluent	Advanced/professional	Advanced/Professional	Advanced/Professional

References:

1/ Prof./ Omer Ahmed Osman Almagli – Dean, Sudan Academy of Banking and Financial Studies, Mobile: +249912302466.

2/ Prof./ Abuzar Elgali – Professor, University of Khartoum, School of Management Studies, Department of Accounting and Finance, Mobile: +249912846290, +249123647766.

3/ Dr./ Hesham Eldaw Mohamed – Associate Professor, University of Khartoum, School of Management Studies, Department of Business Administration, Mobile: +97430491187, +249912217758.