



**ABDALMANAM
MOHAMMED ABRAHAM**

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Experienced Administrator with a demonstrated history of working in the Libyan School Kuala Lumpur and my current position at Libyan international medical university. Skilled in Managing time, administration, Incentivize, selection, performance management, learning, development, planning, compensation, and benefits, solving problems, Monitoring, and deliverables. Strong information professional with a Master's in business administration focused on administration from the University of Limkokwing in Malaysia. Participate in the daily performance operations of associates assigned to support specific system solutions, maintenance, and enhancement of the existing system, as well as the configuration and delivery of new systems, to directly-support strategies, and key initiatives.

WORK EXPERIENCE

2023-1 – Present

Human Resource Manager

Benghazi specialist Hospital (BSH), Benghazi – Libya

- Conducted recruitment activities such as job postings, interviews, and background checks, resulting in a successful hire rate of 90%
- Researched and developed job descriptions that accurately reflected the duties, responsibilities, and qualifications of each position.
- Provided support and guidance to managers on employee relations issues, resulting in improved employee morale and retention.
- Created a compensation and benefits program that increased employee satisfaction by 85%

2021-3 – Present

Lecturer & Student Affairs Administrator

Libyan International Medical University, Benghazi – Libya

- Manage student records, including data input, amendments, and updates.
- Lead process-improvement focus group as part of the University initiative to achieve functional design within its user systems.
- Developed and fostered positive relationships with university members and outside contacts to help achieve program objectives.
- Assisting in the analysis of financial and management reports.
- Monitored student progress and performance and maintained meticulous documentation for each student.
- Represented the university at open houses, college nights, and high school visits.
- I plan and oversee the enrollment process and registration day with the academic operation team.
- Developed and fostered positive relationships with university members and outside contacts to help achieve program objectives.
- Preparing the materials and questions like Business Management, Marketing, operation management, project management, Insurance companies & Risk management
- Using new methods of teaching like activities and case studies during the semester.
- Manage and oversee data integrity between different student administration systems.

2021-11 – 12-2022

Data Analysis

Social Security Fund Organizations (SSF), Benghazi – Libya

- Performed thorough research and analysis of data and created reports on research activities.
- Merged data with existing data sets, careful to keep old data sets and documentation.
- Conducted data analysis to understand problems.
- Utilized exploratory data analysis techniques to identify patterns, relationships, and trends.
- Researched and resolved data discrepancies with troubleshooting teams.

2017-06 – 2019-06

Student Affairs Administrator

Libyan School, Kuala Lumpur -Malaysia

- Assisted the administration team with any required duties.
- Served as a friendly and helpful first point of contact in the administration office.
- Communicated with guidance counselors and School administration to incorporate positive reinforcement strategies for students.
- I managed student records, including data input, amendments, and updates.
- Coordinated School meetings, appointments, and interviews.
- Managed calendar for multiple staff members.
- Handled and administered payroll to employees.
- Implemented policy and procedure changes to benefit employees and customers.
- Brought forth strong attention to detail and precision.
- Brought forth innovative ideas about organizing systems.
- Problem solved for each department to maintain timely completion of parts and meet strict deadlines.

EDUCATION

2019-06 – 2020-12 **Master of Business Administration in Finance & Banking**
(*Limkokwing University*)

2016-02 – 2018-12 **International Business Management** (*Limkokwing University*)

2012-09 – 2013-09 **Foundation, pharmacy** (*Benghazi, Libya*)

CERTIFICATES AND COURSES

2021-09	Certification in Training of Trainers (TOT) by the American Canadian Board for Professional Training.
2021-04	Participation the Second Youth Leadership Forum in Tunisia organized by European University
2021-04	Certification in Presentation Skills by the American Canadian Board for Professional Training.
2021-03	Participation the First Youth Leadership Forum in Tunisia organized by European University.
2020-04	Diploma in Human Resource Management & by ALTAKAMOLIA MALAYSIA.
2020-06	Diploma in Business Administration by ALTAKAMOLIA MALAYSIA.
2019-01	Certification in International Business Driving License IBDL version No. 1.0 by Management Development Institute Missouri State University.
2018-08	Certification International Computer Driving License ICDL Libya.

SKILLS

- Collaboration Communication
- Purchase Orders and Requisitions Management Customer Service
- Highly organized and Time Management Proficiency in Microsoft Office applications

LANGUAGES

- Arabic (Native)
- English (Professional)