**Gulfjobseeker.com CV No:** **1393254**

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Submit request through Feedback Link

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**Objective**

Looking for full-time position where I can find a challenging position in a progressive organization that offers opportunities through which I can apply my knowledge base and skills in order to increase efficiency.

**Personal information**

Date of Birth : 21th of December 1989.

Nationality : Yemeni.

Driving license : Dubai .U.A.E.

Visa : Residency.

Marital status : Married

**Education**

 1- Bachelor of Business Administration (Human Resources)

 University: Al Jazeera, Dubai, UAE Date of Graduation: 2013

2- General High School Certificate 2007/2008

3- English Language Certificate (TOFL) 2009

4- Summer Training Certificate in Dubai Police 2006

5- Emirates Scout Association Certificate

**Experience**

Working as seals in Real Estate Company in sharjah for one month

Working as registrar and HR Assistant in Sheffield privet school for 5 years 2008-2013

* Preparing and finalizing the students as well as result registers, & SIS during working as school administrator.
* Preparing official correspondences with the educational zone, during working as school administrator.
* Set up and handled incoming mail and office filing systems.
* Typing and data entering.

* Prepare and manage correspondences, reports and documents.
* Maintain databases.



Working as Reception- Client Representative in global village **( Tecom Investment)** from 17 September 2013 till now

* Received callers at establishment, determined nature of business and directed callers to proper destination.
* Answered phone, obtained callers name and directed message to proper person,

Typed memos, correspondence, reports and other documents.

* Made future appointments and answered inquires.
* Collects and distributes mail and messages.
* Variety of other clerical duties.

Working in Sheffield holdings as Administrative officer, HR Manager assistant & Operation Executive from 23/11/2013 till now

* Joining formalities
* Travel arrangements
* Leave management
* Payroll
* Employee contracts renewal
* General HR operational support
* Gov. relations
* Prepare all personnel files
* Follow-up daily with staff in attendance
* Prepare weekly attendance reports for the all staff to the Director
* Entering the financial data in the HR system
* Preparation of internal employment contracts between the company and the staff
* Develop policies for the Company
* Staff training on human resources system
* Follow-up issues in the offices of lawyers
* Check on the reports from the Lawyer office
* Manage and ensure implementation of personal policies to help the organization achieve its HR goals.
* Conduct general employee indication in personal and procedures to make them aware of the same
* Manage and monitor payroll related activities to ensures all employees in the region receive their payments ( salary, commissions, over time , and holiday salary advance)
* Manage holidays and related document processing to ensure all employees receive their annual holidays as per entitlements and receive documents for their travel.
* In charge of the government related transactions.
* Responsible for internal and external recruitment.

Working in Sheffield holdings as Operation Executive from 23/11/2013 till now

* Renew the license for the company in land department
* Follow up with Dubai municipality for the progress report
* Aqood registration from RERA.
* Co-ordinate with others developer
* Follow up with RERA in legal department for cancellation a units

**Training Courses**

* Executive Secretary Course.
* Customer Relationship Management Course.
* HR system course

**Skill & Languages**

PERSONAL SKILLS

* Quick learning, adaptive to stressful situations, open to positive criticism.
* Flexible, problem solving abilities, good communication skills and creativity.
* Effective communication and presentation, organization and time management, target oriented and team player.
* Creating and conducting surveys & working in telesales department.
* Ability to work individual as I can work in team.
* Dedication and meeting deadlines.
* People oriented and team player.

**Computer Skills**

* Windows XP & Microsoft office package
* (word, PowerPoint, excel, access and publisher) and all other basic computer software and functions.
* Internet Usage
* Emailing

**PERSONAL ATTRIBUTES**

* Accuracy | Excellent organizational skills | Confidentiality | Planning and Time Management
* Initiative | Reliability | Stress tolerance | Customer-service orientation.
* Willingness to work in a flexible schedule and high workload.

**Languages**

* Arabic : Mother Language
* English : Fluent

### Strengths

* Positive attitude with a pleasant personality matched with the ability to manage stress, time and people efficiently.
* A quick and an efficient learner who enjoys facing and overcoming challenges, an asset to any organization.
* Self-motivated, responsible creative flexible and able to work independently.
* Excellent interpersonal relationships& communications skills.
* Responsible for maintaining the filing system, handling correspondences, faxes etc.
* Good knowledge in MS Office Applications and Internet
* Good typing skills in English and Arabic moreover a little knowledge of translation from Arabic to English and vise versa.

**REFERENCES:**

References are available on request.