**PERSONAL SUMMARY**

An experienced Manager who is familiar with all the best HR practices and policies, and who knows how to effectively apply them in the workplace. One of my greatest strengths is being able to ensure that an organization employs the right balance of staff in terms of skills and experience. On top of this I have an excellent organizational skills, coupled with an ability to create at all levels of the HR organization a highly engaged workforce. On a more personal level I can engage with stakeholders from all backgrounds, this is something that allows me to quickly build up credibility with them. Right now I am looking for a suitable position with a company that is looking to recruit talented managers who can get results.

**CAREER HISTORY**

**TRAVEL CONSULTANT ( JANUARY 2015- SEPTEMBER 2015)**

**Almurshed travel and Toursim Bahrain ( Part Time )**

**Responsibilities Duties**:

* Researching travel options & presenting the best deals in terms of requirements.
* Ensure all bookings & reservations are processed accurately.
* Responding to all phone enquiries promptly, courteously and in a friendly manner.
* Building strong relationships with clients.
* Ability to achieve branch, team sales and profitability objectives.
* Up selling relevant add-ons, like, insurance, excursions, currency etc.
* Monitoring bookings throughout the working day.
* Negotiating corporate and best rates with hotels.
* Advising on and organizing visas & passports.
* Booking rail, hotel, and domestic and international air travel.
* Ensuring travel brochures & promotional literature are displayed prominently.
* Complying with all relevant laws and travel business legislation.
* Handling high numbers of incoming calls from direct customers and travel trade.
* Offering holidays to a wide variety of long haul luxury destinations, including the Indian Ocean, Arabian Gulf, Egypt & Africa and Far East. KEY SKILLS
* Typing reports, minutes, agendas, forms, letters, invoices, memos, statements.
* Distributing incoming and outgoing post and information to relevant parties.
* Chasing unpaid invoices.
* Ensuring adequate staff levels to cover for absences and peaks in workload.
* Recording office expenditure and managing the budget.

**HUMAN RESOURCES ASSISTANT MANAGER (June 2013 – july 2015)
ROYAL ALUMINUM COMPANY BAHRAIN**
Responsible for the company’s entire recruitment process, and for interacting with all levels of managers concerning HR projects, policies and operational decisions.

**Responsibilities:**

* Overseeing the full recruitment cycle, in particular contract preparation.
* Providing specialist information and guidance to employees and managers on HR policy and practice and employment law.
* Managing the annual salary review process for the company.
* Promoting equality and diversity in the recruitment process.
* Ensuring that all company policies and procedures are up to date in line with current employment law.
* Supporting supervisors to ensure the success of their teams.
* Ensuring that the correct recruitment and selection procedures are adhered to.
* Controlling costs and ensuring that they do not exceed budgets.
* Managing pay-roll operations.
* Advising on staff promotions.
* Processing immigration paperwork for work permits.
* Assisting with day-to-day HR related questions.
* Conducting interviews and reference checks on job applicants.
* Keeping up to date with legal developments.
* Investigating disciplinary and grievance matters.
* Developing HR policies.
* Manage maternity leave requests and administration.
* Planning, and delivering, training, including inductions for new staff.

**ASSISTANT HUMAN RESOURCE** **(Nov 2010 - July 2011)**
**PACKETWALK SYSTEMS LTD**

**OFFICE ADMINISTRATION (Jan 2011 – June 2013)**

**ROYAL ALUMINUM COMPANY BAHRAIN**

**KEY SKILLS AND COMPETENCIES**

Human Resources Management

* Sound working knowledge of all current employment law.
* Sound working knowledge of operational HR issues
* Experience of working in a fast-paced demanding environment.
* Experience of interacting with all levels of management.
* Providing advice and support in complex recruitment cases.

**Skills Summary**

* **Communication**
I have high-level writing skills as seen in the print and online training courseware I have developed, and excellent verbal communication skills, including exceptional performance in public speaking and presentations.
* **Organizational and time-management skills**
I have developed a personal time management plan that details daily, weekly and monthly tasks. This has enabled me to priorities tasks and has enabled me to meet my performance indicators in my own job and to ensure that the additional tasks are also completed on time.
* **Staff relations**
I am committed to maintaining good employer-employee relations to maximize productivity in the department. I have developed excellent relationships with the 30 staff working in the department and take time to listen to staff enquiries and complaints, identify their needs and work through any issues that might be concerning them. I am keen to ensure that staff welfare is prioritized and in the time I have been with the department, there has been a 40 per cent reduction in personal leave and a dramatic improvement in retention rates.

**AREAS OF EXPERTISE**

Staff Retention
Performance Management
Grievance Procedures
Disciplinary Matters
Planning & Budgeting
Organizational Development
Talent Management
Diversity Issues
HR Management

**ACADEMIC QUALIFICATIONS**

**MS IN HUMAN RESOURCE**

ZSABIST UNIVERSITY ( 2015- 2016)

**BSC HONS Business Information**

Arab Open University (2011-2014).

**HSE (Higher Secondary Education)**

FG inter college (2008-2010)

**Skills**

**Name Proficiency**

Microsoft Excel Advanced

Microsoft Office Advanced

**Languages**

**Name Proficiency**

English Fluent

Hindi Fluent

**Immigration / Work Status**

Bahraini – GGC National



**Gulfjobseeker.com CV No:** **1490148**