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| Objective | To pursue a responsible position in a progressive organization that put forward challenges & recognition, with an opportunity to grow as a professional & to employ my abilities & skills to generate excellent performance & services. Also, furthering my education to help me achieve my goals |
| Attitude | Highly motivated & dependable individualReliable hard worker with complete dedication & commitmentFast learner who can in no time be a valuable member of the organizationPositive & proactive individual; recognized for getting the most out of limited resources* Enthusiastic to learn & work hard to fit not only in the job, but also the organization’s overall goals
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| Professional Highlights | ***Organizational Development**** Collaborated with consultants to build up the structural gaps related to layering & staffing analysis
* Proposed & developed the horizontal & vertical layering analysis
* Accountable for maintaining accurate layering for the company’s as-is structure to build effective outcomes
* Led research work & developed documents to meet current needs
* Supported functional areas with their business process mapping to ensure productivity & excellence
* Accountable for designing the company’s as-is structure through conducting sessions with Department Heads
* Assisted in enhancing business processes to reduce costs and increase efficiency
* Assigned to collect necessary data for analysis & benchmarking purposes to tailor the role charter to fit the structure

***Human Resource Management**** Contributed to enhancing HR processes & outdated forms
* Highlighted areas in the company’s policies & procedures to be updated to comply with laws & regulations
* Accountable for creating & revising job profiles & job descriptions when required
* Managed, planed & executed most recruitment activities
* Handled all the aspects of planning & making the necessary arrangements for the company’s booth in job fairs
* Contributed to company branding through good representation in job fairs & conferences
* Proactively participated in resolving issues escalated by staff
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| Skills | Analytical & detail-orientedCreative problem solverAccustomed to fast paced officesExcellent intercultural & interpersonal skillsStrong planning, organizing & leadership skills | Able to do research work & developing documentsAble to work independently or cooperatively in a teamFlexible & able to prioritize workload effectivelyAble to identify & implement processes to increase accuracy & efficiency |
| Employment History | **Staffing Specialist****Personnel Affairs Officer** | Global Suhaimi Company | July 2012 to date |
| **Director’s Office Manager****Admission Manager** | Albassam International Schools | Feb 2004 – June 2012 |
| **Centre Supervisor (***Part-time***)** | Academy of Learning | Aug 2004 – June 2006 |
| Professional Qualifications | **HR Management Certified Professional** | SHRM, USA | June 2015 |
| **Bachelor degree in English Literature** | Dammam University, KSA | October 2003 |
| Personal Interests | Learning new languages: (Tagalog, Spanish and Italian)Participating in charitable events especially if it targets children |
| **First Name of Application CV No:** **1655460**Whatsapp Mobile: +971504753686 New_logo.gif |  |