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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 individual  Reliable hard worker with complete dedication & commitment  Fast learner who can in no time be a valuable member of the organization  Positive & 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 | | | | | | |
| 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the role charter to fit the structure  ***Human Resource Management***  * Contributed to enhancing HR processes & outdated forms * Highlighted areas in the company’s policies & procedures to be updated to comply with laws & regulations * Accountable for creating & revising job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 | | | | | | |
| Skills | Analytical & detail-oriented  Creative problem solver  Accustomed to fast paced offices  Excellent intercultural & interpersonal skills  Strong planning, organizing & leadership skills | | | Able to do research work & developing documents  Able to work independently or cooperatively in a team  Flexible & able to prioritize workload effectively  Able 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 |  | | | | | | |