**DR.ZAINAB ZAIDI**

 **Professional Summary**

I am a dedicated and enthusiastic Certified Human Resources Management professional with experience in Admin and HR departments. I wish to be part of an organization in a challenging and rewarding position which allows me to contribute my abilities and expertise in establishing rapport and building trust with employees from a variety of departments to the advantage of the company while learning and developing further skills as an HR manager.

**Professional Experience**

**Green Graphics Trading DMCC: Administrative/HRM assistant** July 2011/current

**ABBASI SHAHEED HOSPITAL, KARACHI: House Officer** May 2010-April 2011

DEPARTMENTS:

1. MEDICINE:
* Management of patient files, records and storage systems.
* Monitoring patient treatment.
* Being an integral part of the house officer team in the department.
* Daily interaction with patients.
1. SURGERY:
* Monitoring, recording and reporting patient details.
* Working under pressure and supervision efficiently.
* Dealing with patients and their families sincerely and compassionately

**Technical Qualification**

* American Institute of Business & Management certification in HUMAN RESOURCE MANAGEMENT and BUSINESS ADMINISTRATION in 2016.
* Workshop in training topics for HRMs: Workplace safety, Time Management, Employee well-being, and Team Building in 2016.
* Workshop on DOCTOR PATIENT COMMUNICATIONS in 2010
* Seminar attented on COMMUNITY HEALTH MANAGEMENT in 2010
* Volunteer work in COMMUNITY MEDICINE DEPARTMENT in 2010
* Part of the SOCIAL EVENT ORGANIZING COMMITTEE at Baqai Medical University 2007-2008.

**Educational Qualification**

INFONET INSTITUTE, Dubai. 2016

Completed diploma in Human Resources Management & Business Administration

BAQAI MEDICAL UNIVERSITY, Pakistan. 2010

Graduated with a degree in M.B.B.S. (Bachelors of Medicine, Bachelors of Surgery)

FUTURE WINDOWS INTERNATIONAL SCHOOL, KSA. 2002

American High School Diploma

ARAB UNITY SCHOOL, DUBAI. 2000

Completed O-levels in all Science subjects, English, Math and Computer sciences.

**Personal Information**

Possess easily transferable skills such as organization, working with teams, and strong written and verbal communication skills. Has the ability to partner across departments to meet the needs of the company and am well‐versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Interested in expanding experience in the scope of HRM.

**References**

References are available on request.

**Additional Information**

Personal Strengths: Good interpersonal skills, excellent communicator. Adaptable, eager to learn and improve in the face of fresh challenges. Strong belief in team work, accountability and cooperation amongst departments. Task oriented and able to meet deadlines efficiently. Respectful towards both colleagues and superiors. I have a UAE driver’s license.

**Job Seeker First Name / CV No: 1818012**

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