**PROFESSIONAL QALIFICATION**

* **Reading MBA**
* **Advanced Certificate of Human Resource Management (ACHRM)**
* **Diploma in Human Resource Management (DHRM)**
* **Foundation in Human Resource Management (FHRM)**

**AREAS OFEXPERTISE**

* HR processes & systems
* Employee Relation
* Induction
* Employee exit
* Accepting resignations
* Document management

**PERSONAL SKILLS**

* Time management
* Effective business communication
* Excellent communicator
* Problem solving
* Team player
* Flexible & approachable

**ACADEMIC QALIFICATION**

**School Attended: Netherfield International School**

* **Passed G.C.E. (Advance Level) Examination Sri Lanka — August 2011**
* **Passed G.C.E. (Ordinary Level) Examination Sri Lanka — December 2008**
* **Diploma In Computer Studies (MS-Excel, MS-Word and ERP)**
* **Practical English** at ICBT CAMPUS
* **IELTS** with 5.5 band score**(Academic)**

**PERSONAL INFORMATION**

**Name : Nizamdeen**

**Date of Birth: 30th March 1991**

**Gender: Male**

Usman

[Usman.309638@2freemail.com](mailto:Usman.309638@2freemail.com) 

***Human Resources Coordinator***

To work in a creative and challenging environment, which can utilize my best in service and to be part of the team dynamic works towards the growth of the organization and self.

# **CAREER HISTORY**

**HR Coordinator - Amwaj Catering Services (Qatar) From 2014 – To Present**

**Administrative Assistant – Reliance Recruitment – One Year Experience**

Responsible for the full employee life cycle from induction to exit, and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office.

***Duties:***

* Maintenance of the HR records and systems.
* Collect necessary documents specifically timesheet, overtime, clearance and all ID Cards for the process of exit formalities.
* Process all documents for resigning staff particularly the resignation acceptance by explaining to them if there is certain payables for RP, blood group, medical as well as joining ticket.
* Coordinates and inform the staff with regards to their resignation procedures and process.
* Monitors and collect RP Renewal memo, QID Cards and Performance Evaluation for the process of RP Renewal monthly.
* Process all End of contract, Terminated and Resigned employees for RP Cancellation.
* Preparing Memo for RP Cancellation request and send it to immigration in-charge for the process of cancellation.
* Coordinates to all the staff who will go exit and update them with the status of their exit papers specifically full and final settlement, RP Cancellation and flight details.
* Monitors and complete all documents for separated staff specifically Termination, End of Contract, and Resignation for filing and closing of file in the system.
* Coordinates to HR staff particularly payroll and mobilization in charge for the Exit and separated updates.
* Preparing Warning letters based on the nature of offense.
* Coordinates/investigate the staff involved for the violation or offense committed.
* Process and coordinates with the staff regarding HR Programs and activities given by the Company.
* Setting up, monitoring and then tracking employee probationary periods.
* Assists in the induction of new employees to the organization.
* Assists in the coordination of Employee Relations Program mandated by the Company.
* Preparing Certificate of Employment for all the Exit staff.
* Camp and site coordination for all employee related issues.