**CV No 1945086**

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| **Basma** | |
| **CAREER OBJECTIVE**  Seeking a position in a respectable organization where my knowledge and skills can be utilized and enhanced, resulting in continual organizational & professional growth. | |
| **PERSONAL PROFILE**  • Interested in Principle and Theories and their real-world applications  • Strong eye for detail and developed analytical skills, enabling precise communication  • Imaginative and eager to explore better ways to achieve objectives- supporting the notion that there is always room for improvement  • Adaptive to changing environments and situations with the ability to read both people and events  • Dedicated team player with the constant want to be of service | |
| **EDUCATION** | |
| **Sep 2007- Dec 2010,** | McGill University, Montreal, Quebec  **Bachelor of Commerce**  **Major: General Management**  Concentration: Organizational Behavior & Human Resources  **Minor: English Literature** |
| **Sep 2005- Jul 2007,** | Latifa School for Girls, Dubai, UAE  **A-Level:** English Literature  & Mathematics  French  **AS-Level:** Business Studies  & Information Technology |
| **WORK EXPERIENCE**   |  |  | | --- | --- | | **Jan 2016 – Nov 2016** | Call Center Executive | | * Studied complex Laws on Land and Property Management and Leasing. * Studied the computer software website Ejari.ae * Answered Customer Suppport Queries regarding aforementioned Subjects. * Customer Support handling was done via email and telephone. | | | |
| **Jun 2014 – Sep 2014** | Dr Sulaiman Al Habib Medical Group  HR Coordinator |
| * Prepared and Produced Interview invitations to realize manpower plans. * Helped research, select, and recruit candidates for the Groups current Medical Center and for its future centers. * Participated in the general HR maintenance and upkeep of the employees’ information, files, and records. * Oriented new employees to company practices. * Helped draw up the department’s new organizational structure. * Aided in the designs and Pay-Structures of new employees’ Offer-Letters. * Edited and released contracts for crucial professionals’ review and acceptance. * Offered up important improvement plans for the improvement of the offices’ general operations, that were accepted and implemented. | |
| **Sep 2013 – Feb 2014** | Halliburton Worldwide Limited, Dubai  University Affairs Coordinator |
| * Coordinated with all the recruiters from within the ME NA Eurasia region concerning all College recruiting affairs. * Developed and executed college recruiting plans; by developing working relationships within colleges to aid in recruiting. * Attended career fairs for recruiting and company recognition and branding * Gave presentations at colleges, attended student group meetings, and increased college awareness of the company before and after the career fairs. * Developed a pool of qualified passive candidates in advance of need. * Researched and recommended new sources for active and passive candidate recruiting. * Coordinated college recruiting initiatives with general Recruitment and the rest of the company’s HR functions. * Conducted regular follow-ups with managers to determine the effectiveness of college recruiting plans and implementation. | |
| **ACCOMPLISHMENTS**   * Recognized and sustained company objectives by making sure all recruitment aims and targets were met * Ensured that records were not only upheld from initial recruitment planning, but also to their final stages, all the way down to their continual up-keep: whereby general facts about university student graduates pools, and marked university event dates in our corporate calendar, lead to the collection of large CV databases to be conducted whenever the need arose. | |
| **Mar 2012 – Sep 2012**, | 3i Capital Group, Dubai  Internee – Operations / Business Support |
| * Captured & documented Management’s goals and objectives, reviewed them to ensure they were still applicable when the project was going on. * Conducted interviews with each member of 3i Capital’s Team to understand what kind of responsibilities the team has in their line of work, also to determine the strengths (and weaknesses), which would later help when redesigning their roles. * Pooled together all the details of the individuals who were keen to join 3iC at one point in their careers. Streamlined the process by which they capture such data, in addition to Candidate Short-listing, interviews, etc. * Streamlined various processes around Dubai office to ensure smoother & quicker workflow. * Updated the Financial Calendar (designed with the purpose of serving as guideline on what to do any given day) on a daily basis * Assisted in Brokerage Accounts opening procedures | |
| **ACCOMPLISHMENTS**   * Clarified/ Reinstated Organizational Goals & determined the exact steps needed to achieve these steps. While the company did not opt for an extreme restructuring scheme, they are transitioning into it by way of the people that resign. Market Activity has increased dramatically (Busiest since 2007 in US Market), this year’s team seems to be handling the pressure far better than last year’s, with the number of deals reviewed & participated increased, with new markets added & different offerings being considered (last year only primary) * Discovered & assisted in implementing a GAAP-compliant accounting system and updated the whole of 2011 results on a software with no experience on in record time (2 weeks to enter, review, finalize, audit) * Ensured the repair of the online database whose data prior to joining was corrupt | |
| **Apr 2011 – May 2011**, | Align Human Resources Consultancy, Dubai  Internee - Recruitment Consultant |
| * Researched clients’ industries, understood the nature of their work, their vacancies, and the specific profile they are searching for * Built customized relationships with clients * Applied business development: used sales/marketing techniques to attract business from client companies * Employed comprehensive search methods to find the right candidates * Posted job positions on the Align website * Screened resumes and long-listed the most suitable profiles for the role. * Prepared and conducted interviews in order to short-list prospective candidates * Utilized executive search techniques such as head hunting * Briefed candidates about their responsibilities * Coordinated and facilitated the interviews between the client and the candidate * Finalized the agreement between the two parties and prepared offer letters | |
| **Nov 2010 – Nov 2010,** | The Natural Step, Montreal  Trainee - Business Sustainability Consultant |
| Acquired the skill to apply a general framework to specific businesses and suggesting new practices that are more socially responsible. | |
| **Jan 2010 – Jan 2010,** | ExperienceChange, Montreal  Trainee - Change Manager, Global Tech Simulation |
| * Developed and implemented strategies to facilitate a simulated company’s shift from one market to another * Coordinated with team members regarding policies and tactics, while managing and organizing the company-wide change effort | |
| **Sep 2008 – Dec 2009,** | McGill S.T.O.P. (Shaping Tomorrow’s Organizational Practices), Montreal  VP Communications |
| * Coordinated with VP Strategies and VP Promotions on advertising and spreading awareness of the organization’s efforts and events * Recruited members by generating interest in the sustainable business cause and made sure to leave open invitations in the right places * Regularly updated social media to ensure that everyone was well informed | |
| **Jan 2008 – Jan 2008,** | The Secondary Schools United Nations Symposium (SSUNS), Montreal  Committee Director |
| Oversaw and guided students in compiling arguments at the parties of the UN Framework Convention on Climate change conference | |
| **Jan 2007 – Jun 2007,** | Latifa School for Girls Recycling Campaign, Dubai  Campaigner |
| **Apr 2007 – Apr 2007,** | Arab Media Group, Done Events, Dubai  Usher in “Mamma Mia” and “Zenobia” Theatrical plays |
| **Oct 2005 & Oct 2006,** | Acer Electronics- GITEX, Dubai  Sales Promoter |
| * Advertised the products line being advertised * Distributed flyers and brochures concerning the event * Presented products and provided product information to potential clients * Coordinated with other promoters- referring clients * Recruited and trained some colleagues | |
| **Jun 2005 - Sep 2007,** | Active Sports Academy, Wafi City, Dubai  Group Supervisor |
| * Administered the daily schedule of a group of 30 children * Allocated tasks for my subordinate supervisors * Managed facilities * Attended all training seminars, specifically: first-aid * Generated higher turn up of children * Proposed numerous solutions to persistent problems | |
| **ACCOMPLISHMENTS *(from the past Temp Projects prior to 3i Capital Group):*** | |
| * Developed interpersonal skills & discovered an immense interest in Human Resources Management & Personnel Management. * Acquired practical knowledge (from 2 well-developed markets) on how to guide organizations to a more sustainable route of growth & on how to exit/enter markets with likelihood of the least costs to be incurred. * Already recognized a few trends happening either in the UAE or Canadian Market, fine-tuning of these trends can easily be done by simply using the other market’s approach. It also made it apparent that by simply observing as many markets as possible, one can compensate for slight shortcomings simply by adopting an approach that is already being implemented by a peer company in another market, significantly improving efficiency without heavily investing into innovation. | |
| **COMPUTER SKILLS** | |
| Microsoft Office (specifically) MS Word, MS Access, MS Excel- Professional, Dreamweaver, MS Outlook, Visual Basic, Q-basic, Quickbooks, Tableau- Intermediate | |
| **LANGUAGES** | |
| Arabic (Fluent)  English (Fluent)  French (Intermediate) | |

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| **Basma Ali Lasheen – CV No**  **1945086**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |