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**Qussai**

**Qussai.337204@2freemail.com**

**(Human Resource Management Professional)**

**Personal Statement:**

I am a quick learner, active with excellent communication skills. I appreciate and respect workplace environment. I pay attention to details and enjoy working in teams. My strengths can be abbreviated as SMART:

S= Self-Motivated

M= Marvelous

A= Authentic

R= Reliable

T= Timed

**Contact Details:**

Dubai

United Arab Emirates

 (Mobile)

**Achievements:**

* KPMG BRAVO Award winner for Q1 and Q3 in 2016
* Rated as “Highly Effective Performance” in 2016

**Educational Background:**



2015: **MBA in Human Resource Management**

 Currently pursuing (**CGPA:** 3.80 out of 4.00) **= 95%**

 Canadian University of Dubai - UAE

2009-2013: **BBA in Human Resource Management**

 **(CGPA:** 3.92 out of 4.00**) = 98%**

*Summa Cum Laude (Highest Honors Degree)*

Canadian University of Dubai - UAE

2009: **High School Certificate (Stream: Science)** **– AVG: 95%**

 Al Rashid Al Saleh Private School – Dubai, UAE

**Working Experience:**

**((1)) Full-time Job:** 

Company Name: KPMG Lower Gulf Limited

Job Title: HR Associate

Period: **From** Dec 2014 **to** Present

Main Responsibilities:

* Managing the CPE sheet for both UAE and Oman.
* Analyzing feedback forms for various training programs that happen internally and externally.
* Structured the induction program and developed the new joiners’ experience.
* Managing the staff list.
* Managing the petty cash of the HR department.
* Conducting employee satisfaction surveys across the year.
* Managing the KSSC (KPMG Shared Services Center) requests that come to the L&D function.
* Shortlisting candidates from KPMG’s career portal for the UAE practice.
* Headhunting through LinkedIn.
* Managing the career portal (posting, editing, and deleting) requisitions as per the business requirements.
* Preparing executive summaries and descriptive reports about the HR department’s standing case.
* Keeping and maintaining the L&D folders.
* Preparing yearly and triennial compliance reports for our professional staff.
* Making studies and researches related to people’s area in the workplace.
* Developing external and internal clients’ relationships to achieve the organizational MANTRA and objectives.
* Assisted and attended the (Ace the Case) annual competition for two consecutive years.
* Played a major role in KICC (KPMG International Case Competition) both behind the scenes and onsite.
* Managing and attending career fairs and campus events.
* Coordinating overseas technical interviews.
* Conducting, correcting, and developing assessments for potential candidates.
* Managing several last-minute projects perfectly.
* Involved in various engagement programs starting from employee attrition reaching employee retention.
* Coordinating trainings and seminars.
* Assisted in KPMG graduation ceremony.
* Managing the department’s CSR events.
* Managing the social events and global days for the firm.
* Managing wellness days for the firm.
* Assisting in creating and issuing the internal HR newsletter.
* Assisting in the internal rewarding program that rewards exceptional performers.
* Conducted several researches and studies for the top management. (Diversity and inclusion, various generations in the workplace, and attraction & retention)
* Preparing reports for “The performance development process” which is taking place thrice a year. (Setting goals, mid-year review, and year-end review)
* Driving various engagement initiatives to increase and boost the energy levels for our staff.

**((2)) Full-time Job:** *(Project)*****

Company Name: Abu Dhabi Retirement Pensions and Benefits Fund

Job Title: System Analyst

Period: **From** Aug 2014 **to** Nov 2014

Main Responsibilities:

* Analyze data and information about the contributions and additional pensions.
* Convert binary data into useful Information.
* Analyze the tables of the contributions for further amendments.

**((3)) Full-time Job:**

Company Name: Systems Middle East L.L.C

Job Title: Technical Pre-sales Executive

Period: **From** Aug 2013 **to** Jul 2014

Main Responsibilities:

* Implementing, supporting, and enhancing ERP systems.
* First line of support for technical issues.
* Attend conferences and meetings for Business Development.
* Attract clients to invest in our ERP systems.
* CRM.
* We delivered the project of "Nakheel" professionally by installing the system that serves and supports their millions of apartments and residential units.

**((4)) Internship:**

Company Name: Washington Institute for Consultancy and Training

Job Title: Training Coordinator (Internship)

Period:  **From** Jun 2012 **to** Sep 2012

Main Responsibilities:

* Telesales
* Administrative Tasks
* Training Coordination
* Training Supervision

**Other Certificates and Training Courses:**

* IELTS (6.0)
* CFM (Certified Financial Manager)
* IC3 (Internet and Computing Core Certification)
* Acting with Integrity
* Independence Training
* Data Privacy Training
* Branding Workshop
* Crucial Conversations
* Business Etiquette Training
* Advanced Excel Workshop

**Computing Experience:**

* Global Resourcing System (KENEXA)
* Windows 8
* Farvision ERP system 2013
* Peach tree Complete Accounting 2005
* QM for Windows 3
* MS Word for Windows 2007 – 2010
* MS Excel for Windows 2007 - 2010
* MS PowerPoint for Windows 2007 – 2010

**Language Skills:**

* Arabic: Fluent orally and written (Mother tongue)
* English: Fluent orally and written
* Turkish: Satisfactory
* Russian: Basics

**Interests:**

\*Football, Jogging, and Writing Poems.

**Personal Information:**

Date of Birth: 6th of September 1992

Religion: Muslim

Nationality: Jordanian

Gender: Male

Marital Status: Married

Driving License: Yes

Visa Status: Employment Visa (Free Zone)

**References:**

\*Provided upon request.