**Name:** Mohamed Hassan Mohamed Ali

**Profession Area:** HR Officer –

 Administration Officer

**Target: -**

Searching for a career away from daily normal jobs routines, profession facing a new challenge continually to utilize my practical skills to complete it to add for my experience and development my skills to be an active member in achieving company targets and her vision.



**Qualifications: -**

Hold of Bachelor of Law 2013 / Mansoura University – Egypt.

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**Professional Experience: -**

**Position: HR Officer**

**Period:** Dec.2014 – Till Now

**Company:** Dubai

**Position: Procurement Officer**

**Period:** Sep.2014 – Dec.2014

**Company:** WIDEWALL Construction LLC – Dubai

**Position: Lawyer**

**Period:** Mar.2014 –June2014

**Company:** Prof. Abu Al Atta Gad legal consultant Office – Egypt

**My responsibility in HR**

* **Human resources management systems / HRMS**, qualified to dealing with HRM systems to arrangement employees affairs.
* **Payroll system,** administration payroll for 300 employees through HRMS or manually by MS Excel, follow up for employees attend and calculate for overtime hours dues as per UAE Ministry of labor law and their Wages Protection System (WPS).
* **Account employees’ receivables,** annual leave /End of service /Termination and cancellation/ Resignation, according to the provisions of the law of Ministry of labour in UAE.
* **Preservation of company rules and system** at the company headquarters & their construction sites and labour camp, investigation at overrides for company policy and punishment the offending employee.
* **Management public relation of HR department** with Ministry of labor and Insurance companies & manpower supplier and recruitment companies.
* **Preparation and writing for department letters and correspondences,** Memo – Administration letter – warning letter – NOC Certificates.
* **Control documents, and management HR employees’ database** Archive for HR papers and create for employees’ database by using MS Access to save all data on them.

**Preparing manpower cost - Handled joining formalities - Preparing Organization chart -**

**Developing various reports - Handle petty cash - Booking tickets - Coordinate with Banks**

**Key Responsibilities: Procurement Officer**

* **Receive of Materials request** from company divisions with full description for manufactures & type and quantity...etc.
* **Searching for suppliers and Providers of services** and send inquiry for product priceon our materials request to receive quotation on our materials request.
* **Prepare Bid Comparisons and Recommendations** to Award for Management approvalwith supplier who send the quotations, after compare between the prices and quality and manufactures and products type
* **Prepare for purchases orders PO’s**, and mentioned for exact description for product and service and PO’s conditions and working for get facilities in terms of payment such as cash or PDC or LC and return policy and mention for delivery time and location.

**Maintaining an updated company pre-qualified Vendor’s List**

**Preparation of Monthly Reports: Late Delivery Report, Pending PR’s, Procurement Cycle Reports.**

**My Responsibilities key as lawyer**

* Make “statement of action” and prepare it and make sure that it will compliance with legal rules.
* Writing and review all type of contracts and agreements and make sure they are free of spelling errors before printing.
* Writing letters Office and official message for the clients and for litigant and sending it hardcopy or by E-Mail and Make sure through phone that the message has been delivered.
* Tracking for all office cases and record for all developments on it.
* Manage office archive and make Electronic archive for office on computer for paper

And hard copy from cases to save and protection it from lost or damage.

**Other work skills “IT Officer”**

* Build internal network (LAN) between all office computers and made connect between all office computers on it to facilitate sharing for document’s and files between staff.
* Manage company website & Social Media pages to marketing for company products and service on web site.
* Manage company E-Mails and connect it with the best provider for E-Mail service

Such as (Outlook – Gmail).

* Download and install for Windows system and all office program required.
* Treatment and repair all software malfunction and some hardware malfunction.

**Languages:-**

Arabic : Mother tongue

English : fluently speaking & reading – Very good in writing



**Technical skills:-**

Able to adapt or modify behavior to reach a goal.

Quick learner, Respect the time, Strong attention to details



**Courses & Training: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **PLACE** | **TERM** | **LOCATION** |
| PREPARATION OF AN INTERNATIONAL ARBITRATOR  | Delta Room International Arbitration | 10 Hour – 3 Weeks  | Mansoura, Egypt |
| COMPUTER MAINTENANCE | Computer Maintenance Center | 25 Hour – Month  | Mansoura, Egypt |
| BUSINESS E-MAIL MANAGEMENT  | Online | 1 Hour  | HP Life |

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**Personal Information:-**

Birthday : 20 Sep.1991

Nationality: Egyptian

Status : Single

**Holds UAE Driving license.**

**Notice period:** immediately

**Reference:** upon request.

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| **Mohamed Hassan Mohamed Ali – CV No 2029866**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.comWe 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |