Muhanned

Muhanned.339743@2freemail.com

**Career Objective**

An enthusiastic, self-motivated and hardworking management post graduate, seeking a career in the field of Human Resource and Administration. Possesses strong analytical and interpersonal skills and has a proven track record of improving competence, productivity and effectiveness through process improvement. Highly motivated, articulate, diligent and enjoys and welcomes new challenges.

**Career Profile**

Professionally qualified with an **MBA** in **Human Resource Management** from Coventry University, UK and graduated in Business Management (B.B.M) from Kannur, India.

4+ years of experience in Human Resource Management and administration

Have detailed knowledge of HR policies, Procedures, Employee Management, project feasibility studies and project manpower planning

Expertise in employee relations, payroll, leave settlements, final settlements and mentoring

High level of communication, organisational and leadership skills

Ability to demonstrate initiative and work under pressure Well versed with working in computerized environment Ability to maintain confidentially of information

Ability to plan and manage work independently

Proactive, multilingual team player/leader with experience in multicultural and global environments.

Ability to achieve organisational integration easily assimilates with job requirements and aggressively employs new methodologies.

Energetic and self-motivated team player/leader, at ease in high stress and fast-paced environments, with emerging and multiple responsibilities.

Developed strong leadership, management, oral/writing communication, interpersonal and analytical skills over a period

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|  |  | **Career Snapshot** |
| Company | : | Ghantoot Group, Abu Dhabi |
| Designation | : | **HR OFFICER** |
| Period | : | August 2014 to Till date |
| Company | : | Telephony Communications, Doha & Sharjah |
| Designation | : | **Assistant HR** |
| Period | : | August 2013 to April 2014 |
| Company | : | Madox Technologies (Bangalore, India) |
| Designation | : | **HR Executive** |
| Period | : | January 2012 – March 2013 |

**Job Profile**

Providing support in the various Human Resource Functions

Recruitment and selection in all the departments as per requirement Provide HR support and advice to employees and line managers

Schedule and organize interviews

Manpower planning, recruitment and allocation Liaise with payroll

Labor Card and visa processing for new employees and renewals. Process Leave settlements and final settlements of employees

Preparations for disciplinary and grievance hearings as necessary Monitor staff performance and attendance activities

Administration, Providing Administrative support as required

Provide advice and assistance in developing human resource plans

Provide basic counseling to staff who have performance related obstacles

Research and monitor human resource systems in other organizations within the community

Competent Microsoft Office packages that are regularly used for work and academic projects.

*Profile*

**Academic Qualifications**

Coventry University (UK)

**Master of Business Administration (MBA in Human Resource Management) 2010-2012**

Kannur University, India

**Bachelor of Business Management (BBM)** - **2007-2010**

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|  |  | **Personal Data** |
| Nationality | : | India |
| Date of Birth | : | 14 Aug 1987 |
| Marital Status | : | Single |
| Visa Status | : | Employment Visa (Transferable) |
| Driving License | : | UAE and Indian |
| Language Known | : | Fluent in English, Hindi & Malayalam, and Arabic (Beginer) |