****NAMOOD**

**NAMOOD.340400@2freemail.com**

HR Professional having more than one year experience in HR Coordination, End to end Recruitment and Training, Payroll processing and thorough knowledge of UAE Labor Law.

#### **SYNOPSIS**

* Presently working in **Al Dhafra Cooperative Society, Abu Dhabi** in HR dept.
* Lately performed as administrator (Zahra public school) and the coordinator of school Monitoring Cell at shamsul ulama Arabic college,kannur, Kerala, India.
* Worked with senior management to develop strategies for **Brand Image Building** and **Fixing Incentive schemes** for employees in adcs.
* Handling and updating the HR related requirements of various contracts with Oil and Gas Companies to fulfill the Contractual obligations of AL DHAFRA CO-OPERATIVE SOCIETY.

#### **KEY SKILLS**

* Proficient in UAE Labor law Marketing and Branding
* Performance Management Payroll Process-Microsoft Dynamics
* CV Screening Reports & Presentations
* Corporate Communication M S Excel Advanced
* **Typing in Arabic and English** Staff Recruitment and Retention

#### **CAREER SCAN**

### **Jan 2016 – Till Now: in HR department at Al DHAFRA Cooperative Society**

* Primary Job Responsibility as HR Recruiter and Trainer and responsible to R**ecruit Manpower** for various Positions.
* Assisting HR Manager for formulation and implementation of various HR Policies and Procedures for staff working under **Contracts with Oil and Gas Companies**.
* Responsible to **organize various Training Programs** for the employees.
* **Payroll processing using HRMS** - Microsoft Dynamics Navision Classic for more than 2000 employees.
* Answer phone calls/queries from different company sites.
* Record maintenance/Filing of employee and other operational documents.
* Prepared **Turnover Reports and Feasibility Reports** to establish Training and Development Department in ADCS for Employee, Department and Organizational Level Training.

### **Nov 12 – Mar-15Adiminsistrator of Zahra international school**

* Handle all the managerial and administration works
* Draft correspondence in relation to different areas of the school.
* Coordinate with teachers and fill in the vacancies as soon as they are open.
* Provide all kinds office administration support to the office manager; draft email and send the same once it is approved.
* Compile data and prepare documents and correspondence for the office manager as requested.
* Liaise and follow up with government authorities for school related affairs.
* Handle all kinds of registrations at the time of new students joining and submit the reports the high management to all areas.

#### **ACADEMIC & CREDENTIALS**

* **MA in Arabic literature and Islamic studies** from DHI University with 2nd class. (Member in International Islamic University Union & Affiliated to Al Azher University- Egypt)
* **B.A. in English Literature** from Psmo College, indira Gandhi national Open University with 1st class.
* **Higher Secondary** from dhi academy from Kerala, India with Distinction.
* Worked concurrently during college days as a **teacher of Arabic subjects**.
* Winner of **bachelor of international office administration (**including tally, Peachtree, quick books) by eyeball Institute of Management.
* **Certificate of having won the typing and** **translation** course from Eye ball Institute of Management.

#### **PERSONAL SNIPPETS**

Date of Birth : 15th October, 1990

Gender : Male

Marital Status : married

Visa Status : Resident Visa

Nationality : Indian

Languages : English, Arab, Hindi