PERSONAL DATA

Nickname : Hasmin

Date of Birth : August 20, 1980

Gender : Female

Religion : Muslim

Nationality : Filipino

Visa Status : Employment

 (Transferable)

EDUCATIONAL QUALIFICATION

BS in Business Administration

Major in Management

Mindanao State University (MSU),

Main Campus, Philippines – 2002

COMPUTER SKILLS

MS Word / MS Excel / MS PowerPoint (basic) / Outlook / Basic Photoshop

COMPETENCIES

* Recruiting
* Screening
* Employee Relation
* Onboarding
* Planning & Scheduling
* Performance Management
* Team Player
* Administrative Operation
* Clerical Admin
* Administrative Support

TRAININGS ATTENDED

Participated in Compensation and Benefits Training (4hrs), Society of Human Resource Professionals and Associates, Al Jazeera Hotel, Abu Dhabi

UAE - October 21, 2016

 Participated in Recruitment & Selection Training (4hrs), Society of Human Resource Professionals and Associates, Ramada Hotel, Mina Road Abu Dhabi UAE - September 30, 2016

 International Computer Driving License Advanced Training Program Conducted from 17th December 2010 to 25th February 2011 At PISCO Private School, Abu Dhabi – UAE

PROFILE

A goal oriented, highly motivated, and reliable administrative / human resource professional for more than 10 years of experiences supporting executives, managers and the team in improving the internal operations of the company. She diversified skills in human resources, administrative operations, client relations and recruiting with excellent interpersonal communication skill.

**WORK EXPERIENCE**

RAWAFED RECRUITMENT SERVICES LLC

(PART OF AHMED AL MAZROUIE GROUP OF COMPANIES)

HR – RECRUITER

MARCH 02, 2016 TILL JANUARY 17, 2017

Certified ISO 9001:2015 / ISO 14001:2015

Industry: Recruitment Services for various industries such as Oil & Gas, Facility Management, Construction, Health, F&B, Food Production and Services, Engineering and Infrastructure Consultancies, Construction, Printing & Publishing etc.

Responsibilities:

* Participating in design and implementation of overall recruiting strategy.
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Prepare and post jobs to appropriate job portals and platforms
* Source and attract candidates by using databases, social media etc.
* Screen candidate’s job applications and conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
* Assess applicants’ relevant knowledge, skills, soft skills, experience
* Provide analytical and well documented reports to HR Head.
* Act as a point of contact and build influential candidate relationships during the selection process
* Promote company’s reputation as “best place to work”
* Solid ability to conduct different types of interviews (telephone interview, personal, competency based, etc.)
* Hands on experience with various selection processes (phone interviewing, reference check etc.)
* Familiar with compass applicant tracking system (ATS)

DELTA INTERNATIONAL PETROLEUM SERVICES, ABU DHABI

RECRUITMENT JOB OFFICER / OFFICE ADMINISTRATOR / SECRETARY

DECEMBER 20, 2010 TILL FEBRUARY 04, 2016

Industry: Recruitment agency for Oil and Gas / Refinery / Petrochemical Industry

A Certified ISO 9001 – 2008; ISO 14001 – 2004: OHSAS 18001 – 2007 that engaged in recruitment and employment services for ADNOC Group of Companies - onshore, offshore fields.

Recruitment Job Officer

* + Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss client’s requirements.
	+ Searching for the right candidates, evaluating thoroughly their qualifications and experiences. Ensuring that they possess the required prerequisite given by the client. Emailing, sending sms and calling qualified candidates to discuss the vacancy.
	+ Coordinating to our foreign counterparts regarding necessary documents for hiring candidates in their respective countries.
	+ Ascertained candidates’ requirements by studying job description and job qualifications preferred by the client. Checking carefully their qualifications; analyzing responses; comparing qualifications to job requirements.
	+ Responsible for the entire phase of foreign campaign. Starting from CV evaluation and submission, interview stage up to the Employment formalities. Liable for its related correspondences addressed to the candidates, to our foreign counterpart and to our respective clients.
	+ Attracts right candidates by placing job advertisements in websites; and other job portals.
	+ Arranges management interviews by coordinating schedules; arranges travel, accommodations and transportation.
	+ Personally visiting the clients for various purposes or as per the instruction of Operations Manager
	+ Worked closely with counterparts from Nigeria, Romania, Poland, Indonesia, Sri Lanka, Jordan, India and Malaysia.
	+ Arranging required trainings as per client requirements.
	+ Orienting the employee on the offshore/island security guidelines.
	+ Conforming to Office Administrator and PRO on the security pass, visa and offshore medicals, emirates and insurance cards of the selected candidates. Doing visa applications, scheduling medicals, filing insurance and emirates ids whenever concerned staffs were not available.

Office Administrator / Secretary

* Create and modify documents using Microsoft Office.
* Performed general clerical duties to include but not limited to: photocopying, faxing, scanning, mailing, and filing. Open, sort, and distribute incoming correspondences, including faxes and email to the concern officers.
* File and retrieve corporate documents, records, and reports. Maintaining hard copy and electronic filing system. Coordinate and maintain records for staff. Keeping the records up to date.
* Maintaining company websites. Ensuring that the websites are updated.
* Preparing candidate’s documents for transit visa (if for personal interview).
* Assisting the Sr. Recruitment Officer in candidate selection, documents processing
* Attending to every needs of the Operations Manager.
* Compiling lists of names and addresses that are useful to the organization, including those of appropriate client’s officials or officers.
* Assist staff with administrative duties as requested.
* Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintain equipment inventories; evaluates new equipment and techniques.

ASKAR INTERNATIONAL MANAGEMENT AND SERVICES, PHILIPPINES

HR OFFICER CUM SECRETARY (MEDICAL SECTION)

MARCH 10, 2008 – AUGUST, 25, 2010

Industry: Recruitment Industry – Bound for Saudi Arabia

* Pre-orienting the selected applicants on the laws of the country where they will be working and what to expect and to do at work.
* Responsible in communicating with the respective clients (hospitals / clinics).
* Making sure that the hired medical staffs are competent as per employers’ expectations.
* In-charge of the medical staff’s financial accounts. Dealing directly with the client on the fees and other related accounts issues.
* Scrutinizing the documents and qualifications of the worker so as the qualifications of their future employers.
* Doing business correspondence as per instruction of the manager.
* Conducting interviews and being certain that the workers are qualified on the given standards of the client.

ZAGU FOODS CORPORATION, PHILIPPINES

OIC - COLD STORAGE DIVISION / INVENTORY CLERK/SECRETARY / DOCUMENTATION STAFF

MARCH 2007 – JANUARY 16, 2008

Industry: Manufacturing Company / Department: Supplies

As OIC - Cold Storage Division (with 6 staff members)

* + Determining the daily proceedings of the products (like frozen and deli meats).
	+ In - charge of forecasting the weekly stocks of both raw and finished goods.
	+ Monitoring and evaluating the daily performances of cold storage staffs.
	+ Troubleshooter, both seen and unseen events.
	+ Making sure that the division has enough stocks and that the staffs are well motivated to work harder.
	+ Checking the market course and planning strategy on how to cope in the fast pacing flow of the market
	+ Responsible in encoding the received local and imported raw materials.
	+ Monitoring the daily flow of warehouse division (e.g. in and out of raw materials).
	+ Making daily reports like warehouse daily inventory, goods received etc.
	+ Encoding the product sales invoices and the delivered finished goods.
	+ Making daily reports e.g. list of items received and daily inventory.

JINHEL INTERNATIONAL RECRUITMENT CORP.

JOB OFFICER CUM OFFICE ADMINISTRATOR

JANUARY 16, 2006 – FEBRUARY 28, 2007

Industry: Recruitment Agency

AL- WALEED MANPOWER, DOHA, QATAR

SECRETARY / PERSONAL ASSISTANT

FEBRUARY 13, 2005 – SEPTEMBER 26, 2005

Industry: Recruitment Agency

* + Monitoring the financial flow of the office.
	+ Assisting the managing director.

JP AND LUXURY INTERNATIONAL, PASAY CITY – PHILIPPINES

ADMINISTRATIVE SECRETARY / OFFICE ADMINISTRATOR

APRIL 14, 2003 – JANUARY 28, 2005

Industry: Recruitment Agency

BUREAU OF FISHERIES AND AQUATIC RESOURCES, BAGUIO CITY - PHILIPPINES

DATA ENCODER

JANUARY 2003 – MARCH 28, 2003

Industry: Government Entity