**Ms. Nahed**

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**Objectives**

To apply my background in Human Resources to a new career in Education. To transition my interpersonal skills , educational degree and evaluation skills where I can assist students to decide the best program that matches their way of thinking and interests.

**Qualifications Summary**

For eight years I’ve been a Human Resource Executive and lately Student Affairs Specialist for the ALHOSN University and previously McKinsey & Company where I’ve written reports, letters and communicated with academic and administrative staff with different cultures and backgrounds starting from local, regional and finally worldwide backgrounds helping them and solving critical problems, in addition I communicated with students as Student Affairs Specialist and executed many activities. With this unique skill set, I obtained a Master degree in Education Leadership from Zayed University in Abu Dhabi in order to connect, educate, and make an impact in the lives of adult student general English skills lives.

**Experience**

TAKAFUL FOR EXHIBITION AND CONFERENCES August **2016-Present**

Assisting General Manager

* Reported to the Director of TAKAFUL FOR EXHIBITION AND CONFERENCES company with responsibilities to:
* Meet with new staff, write reports and in charge of all matters that can assist the Director to smooth the work.

### ALHOSN UNIVERSITY 2011-April 2016

Student Affairs

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| --- | --- |
| |  | | --- | | * Developed, maintained and evaluated programs that supported students' total educational experience and maximize their rate of success. * Introduced initiatives designed to promote student involvement, increased community awareness, develop leadership capabilities, and encourage personal development and healthy lifestyle choices. * Form ALHOSN University Student Council. * Provided Counselling services. * Provided Career Development services * Carried out student activities * Created Alumni Association for ALHOSN University graduates. * Member of the Student Scholarship Committee |   **ALHOSN University**  Senior HR Executive Responsibilities |

* Managed and carried out the human resource function within ALHOSN University, ensuring compliance with legislative requirements, as well as developing and implementing the HR Strategy, policies and procedures in line with overall university strategy, to assist the university in reaching its stated goals of growth and profitability.
* Implemented the strategies change through clear project planning, cost benefit analysis and the facilitation of clear and varied communication processes.
* Guided management team through these processes to ensure effective implementation so that the longer term benefits of change can be fully realised.
* Managed the recruitment process, from job design through to advertising roles with recruitment advertising agency, reviewing CVs and interviewing academic and staff candidates.
* Developed an annual training for the administrative staff in coordination with the Continued Education centre.
* Provided career counselling and career development advice to employees as required.
* Facilitated strong two way communication processes in order to support the vision, values and culture of the organisation and to create an environment where all staff feel empowered in their understanding of the requirements of their role and their responsibilities in terms of policies, procedures and ALHOSN University direction.
* Ensured the organization complies with all its health and safety obligations by managing the day to day operations, ensuring policies and processes are followed, training is undertaken and issues were resolved as necessary

**McKinsey & COMPANY 2008-2010** Human*Resource Assistant* Dubai, UAE

* Responsible for designing and implementing of induction program for new joiners and feedback management while assisting in managing the implementation of human resources policies and programs to support the business objectives of the company.
* Prepared working papers reports on quarterly and monthly basis for the Line Manager and Middle East Office Manager.
* Performed implementation of Working Papers Policy and follow up with the Working Papers contacts in the Middle East Office.
* Ensured the Firms Working Papers policy compliance needs are fully met and validate that no activities violate compliance requirements.
* Managed and updated the Middle East office intranet for new hire profiles.
* Discussed organizational needs with department supervisors in order to prepare and implement induction program.

**Education**

* **Zayed University**, Abu Dhabi, UAE (2013)  
  Master’s in Education Leadership
* GPA: 3.2
* Thesis topic: Alumni Association and Leadership – I provided 16 recommendations to keep a successful Alumni Association running and to be on the top.  
  **Sanaa University**, Sanaa, Yemen (2000)  
  Bachelor of English Literature

**Skills**

**Proficient in the use of**: MS-Office - (Word/Excel/Access/PowerPoint)

**Languages**  Arabic : Mother tongue

English : Fluent