**Areas of Expertise** **R**ecruitment Employee

**V**isa process & Liaising GOV

**A**dmin & Documentation

**P**erformance Management **L**egislation & Purchasing

**T**raining & Development

**P**ay Roll & Compensation

**A**bsence management

**C**onflict solution

**Academic/Professional Credential**

**G**raduate (Peradeniya)

**B**A in Islamic Studies -Jamiya Naleemiya

**D**iploma in Computer Application

**D**iploma in Business Management

**A**dvance Certificate in English

**Personal Skills**

**P**lanning/Decision making

**C**ommunication/Adoptable with **T**echnological Environment

**Language**

**T**amil : Native

**E**nglish : Reading/Writing/Speaking

**A**rabic : Reading/Writing/Speaking

**M**alayalam: Speaking

**Personal Details**

**D**ate of Birth : 25/05/1981

**G**ender : Male

**C**ivil Status : Married

**N**ationality : Sri Lankan

**MOHAMED**

[**MOHAMED.355872@2freemail.com**](mailto:MOHAMED.355872@2freemail.com)

**Human Resource Officer**

*Multi-skilled professional with good all-round HR advisory skills. Very capable with an ability deal with all the recruitment and resourcing needs of an organisation. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure both the employee and employers interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues*.

**WORK EXPERIENCE PERIOD**

1. **HR/Admin Assistant** (2007-2008)

***Softlogic (PVT .LTD)***

*Srilanka*

(Main Function was Admin Support/Accounts Assistance/Front office)

1. **Project Officer** (2008-2010)

***Muslim Foundation***

***For Culture& Development (NGO)***

*Srilanka*

(Main Function was Implementing Projects/Field visit/Reporting to CEO Managing the Project Staff / Dealing with Project Manager)

1. **HR Executive**  (2011-2014)

***Qatar Sat Trading & Contracting***

*Qatar*

**R**ecruitment needs & employment issues of the company/ **E**nsuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction/ **D**ealing with redundancies,./**A**ssisting in the short listing of suitable candidates from applications./**D**ealing and advising on disciplinary and grievance procedures./**P**reparing payroll./ **A**ssisting in the set up and maintenance of client & candidate databases/ **C**onducting inductions for new employees/ **P**roviding employment references for past employees.

1. **HR Officer** (2016- To Date)

***AL DALOOP GROUP***

*Qatar*

**W**riting the terms of employment & contracts for new employees. / **C**onducting interview with job applicants, asking relevant questions. Writing job specifications and designing job adverts. / **D**eciding which online job sites & newspapers to advertise jobs in./ **C**onducting pre-employment checks on job applicants i.e. references, medical approval, academic / **S**alary reviews, examination awards etc Developing & improving existing HR procedures and processes. / **M**aking sure that any promotions, transfers and pay rises take effect as planned. / **C**an ensure a company has the right balance of staff in terms of skills & experience/ **E**xperience of employee salary reviews. Able to analyse and interpret complex information. / **A**ble to deal with highly confidential matters professionally & discreetly.