**Curriculum Vitae**

**Reem**

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**CAREER OBJECTIVE / PROFILE**

Practice what I have learnt in HR field to expand my knowledge and give complete support to the organization that I am in, with the skills I possess.

**EDUCATION**

* 2014 graduated from University of Dubai with Bachelor degree in business administration specializing in Human Resources Management. GPA of 3.8
* 2010 graduated from Al Rashid Al Saleh Private School in Dubai with high school Certificate GPA of 98.7%

**SKILLS**

**Computer Skills**

* Very good Knowledge ( Microsoft Office "PowerPoint, Outlookand Word").
* Good in using (Microsoft Excell).

**Personal / Professional Skills**

* Hard working.
* Organized.
* Team working.
* Fast learner.
* Communication skills.
* Details-oriented.
* Time management
* Problem solving
* Listening

**EXPERIENCE**

* **July 2016-Present, Recruitment and HR assistant with Nazih Group:**
  + Sourcing CVs through multiple resources and scheduling interviews for all over UAE, GCC and MENA region countries.
  + Maintain and manage records on all incoming CVs and application forms.
  + Advertising all vacancies
  + Maintain records on all resourcing & recruitment expenses.
  + Develop and submit an up-to-date recruitment progress report, positions filled and remaining vacancies, talent database and all related staffing communication.
  + Carry out first interviews as per set criteria, complete interview evaluation forms and recommends the best fit for hire to general managers and board of directors and function head.
  + Complete Reference Checks.
  + Preparing & issuing offer letter.
  + Follow up with candidates to sign the offer letter and submit document required for visa process.
  + Continuous follow up with PRO regarding visa progress.
  + Coordinate and complete all joining formalities for all new recruits
  + Assisting with the overflow HR work.
  + Prepare and conduct induction and Orientation plan.
  + Posting HR related topics on social media.
* **December 2015, training with EPAC electro-mechanical company as Administrative/HR assistant:**
* Screening phone calls and requests and handling them with appropriate.
* Receiving and directing visitors.
* Arranging files and documents of different projects.
* Preparing LPOs and quotations.
* Dealing with incoming emails and faxes.
* Assist with overflow work from HR.
* **May 2015- One month training with AlKhaja Recruitment agency in Abu Dhabi as recruitment coordinator :**
* Screening CVs through different recruiting websites.
* Searching for candidates to fill different positions as per AlKhaja’s clients’ criteria.
* Conducting phone interviews.
* Follow up with candidates.
* Arranging face to face interviews.
* Preparing required recruiting documents.
* **March 2015- Two months training with SEIDCO general contracting company in AD as HR assistant :**
* Maintain personnel records ensuring timely and accurate records.
* Arranging employees’ files.
* Search for candidates as per job descriptions.
* Conduct phone interviews.
* Follow up with candidates.
* **March – May 2014 internship with Azadea Group as recruitment assistant:**
  + Screening CVs through multiple resources.
  + Conducting phone interviews.
  + Preparing required interviews' documents.
  + Attending interviews with recruitment specialists.
  + Participate in the candidates' evaluation process.
  + Administer and score tests.
  + Updating HRM System.
  + Preparing reference sheets to track the selected candidates' performance.
  + Attending performance evaluation sessions.

**Activities**

* 2012, Promoter with Playwell company.
* 2014, Volunteer for Dubai Autism Center.
* 2016, Promoter with FireFly advertising.

**LANGUAGES**

* **Arabic:**mother language
* **English:** Excellent (written, spoken and reading)