**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)