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**Manaf.371947@2freemail.com**

**Manaf**

 CAREER SUMMARY

* + - * More than 8 years of experience in Human Resources Management and General Administration in Qatar.
* In-depth knowledge of Human Resource management, recruitment support and human resource development activities
* Excellent Communication, interpersonal skills with strong analytical ability, problem-solving capabilities.
* Excellent ability to work in a team and creating proper environment for complete the work
* Excellent management, communication, organization and interpersonal skills
* Proven ability to liaise with different departments and senior management.
* Expertise in Human Resource Management and Development.

 TECHNICAL SKILLS

* MS Office- Excel, Word, PowerPoint
* Internet Proficiency
* Web Content Development

 TRAINING ATTENDED

* Qatar Labor Law conducted by GEIC Qatar.
* Constructware Autodesk's Web-based project management tool by Turner International Middle East (TIME Qatar)
* Virtual Media Tools and usage conducted by Kannur University
* Nero linguistic Program (NLP)

EDUCATION

* MBA in Human Resource Management, Annamalai University, India .Period: Year 2006 – 2008
* Master of Arts in History Bangalore University, India. Period: Year 2004 – 2006
* Bachelor of Arts- History and Arabic, Calicut University, India. Period: Year 2001 – 2004

WORK EXPERIENCE

1. **Company : Gulf Engineering & Industrial Consultancy. Doha-Qatar**

**Position : HR Coordinator**

**Department : HR**

**Direct Report : HR Manager**

**Period : 31 August 2013 to Present**

**Duties and Responsibilities**

* Coordinate project employees working at KAHARMAA, Qatar Rail Project, Doha port and Ashghal etc.
* Handle UPDA Registration, renewal and upgradations for Engineers
* Manage to organize Work visa and Visit visa for employees and guests.
* Handle Visa Transfer, Secondment formalities.
* Handle Visa and immigration matters; give correct information about airport arrival and transportation.
* Handle ticketing and facilitation, book ticket and send the ticket to the new employees and give the information of travelling time and other travel details.
* Manage Employees accommodation, hotel booking, and transportation and arrange permanent accommodation for new staff.
* Coordinate medical checkup, finger prints of employees for resident permit stamping
* Understand the positions and preparing detailed job descriptions across different verticals and levels in the organization.
* Properly file relevant documents of the new employee as required and manage employees leave and leave record.
* Keep a track of the attendance of the employees, File the leave form
* Coordinate with the IT team to get new employee’s email id and IT tools.
* Issue Experience Letter, based on employees request provides the letter of experience after verifying their employment record.
* Handle exit permit procedures
* Assist recruitment Manager in recruitment process
* Gather manpower requisition form from concerned department
* Source candidates that match the desired qualification and skills.
* Screen the candidates by conducting telephonic or personal interviews.
* Arrange for the technical interview and coordinate with concerned person.
* Communicate the employment status to the applied candidates.
* Maintain and update the database of the candidates.
* Handle the joining formalities; Collect all required documents and information of employees before they join the company, taking care of all documentation work.

**2) Company : Al Mustaqila Trading Co. Doha-Qatar**

**Position : HR/Business Administrator**

**Department : Administration**

**Direct Report : General Manager**

**Period : 02 Feb 2009 to 31 Jul 2013**

**Duties and Responsibilities**

* Collect tender document from clients
* Preparation of tender document, drafting letters and correspondence with the client,
* Clear and submit tender documents with in the scheduled date
* Preparation of effective quotations and mailing to clients
* Arrangement Purchase orders and filing
* Preparation of Weekly Reports, Monthly Reports and other submissions
* Maintenance and update customers details
* Maintain files related with listing fee of company products
* Control documents related with contract between company and clients
* Update stock of the products and its price
* Update vendors details
* Maintenance Employee details and provides necessary information to reporting head for the timely confirmation of their services
* Receive e-mails and forward it to concerned person
* Update office manuals and brochures
* Manage electronic and printed files

PERSONAL DETAILS

Date of Birth -11-December 1983.

Marital Status - Married

Languages Known - English, Hindi, Arabic and Malayalam

Driving License - India, GCC

Visa Status - Company Sponsorship (NOC Available)