

UAE, Dubai Nationality: Syrian Mar. status: Single DOB: 01/01/1989

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**Tarik**

**HR Professional**

**About me** : I am looking forward obtain a position within an atmosphere that will utilize my skills, creativity and qualifications. A position that makes the best use of my capabilities as well as enhancing my skills**,** gain new experiences and have a role in improving and developing my work area.

**Experience**

**Sept 2014 - Present, HR Officer**

**M.H. Alshaya Co. L.L.C Retail Division (UAE, Dubai)**

*•* Processing, renewing and transferring permits, Labour certificates, Health care facilities l ic e n s e s and Professional Health Authorities Licenses including (D H A , MOH, a n d HAAD) licenses.

*•* Processing all types of applications for health authorities including opening/ closing a pharmacy, fully handling new pharmacists registration/ resignation and all tasks related to position change.

*•* Revision of all related company’s policy and procedures such as requirements, fees, fines and level of authority permissions.

*•* Managing all types of visas including employment visas, residence visas, oversees visas and family sponsor.

*•* Maintaining good relations with all **Authorities** and up to date acquaintance with any changes or amendments to the prevailing laws, rules, regulations regarding changes in forms, formats and other policy / procedures for the below Authorities, as well as keeping the Human Resources Department advised of such changes:

- Ministry of Labour, MOL

- The General Directorate of Residency and Foreigners Affairs, DNRD.

- Federal Authority of Human Resources.

- Health Authorities: Dubai Health care, DHA - Ministry of Health, MOH

and Health Authority of Abu Dhabi, HAAD.

- Economic Department

- Municipality

- Pensions

**Jan 2013 Sept 2013, S h o p Manager**

**34th street Company-Fashion and Clothing (Turkey, Istanbul)**

*•* Responsibility for every aspect of the day-to-day supervision of shop.

*•* Ensure high levels of customer’s satisfaction through excellent service.

*•* Overseeing stock control and coordinating w i t h suppliers.

**Jan 2012 -Jan 2013, Op eration s Co coordinator**

**JCCO - Oil Extraction (Algeria)**

*•* Assist Managers in day-to-day coordination and management of ex- traction operational activities.

*•* Monitor, control and manage business operations to meet our client’s

expectations as well as our goals.

*•* Liaise between clients and the internal stakeholders to ensure smooth on time operations delivery.

*•* Ensure compliance with the environmental laws and country’s

regulation.

**2008 - 2011, S y s t e m Administrator**

**Henning Larsen-Architecture Co. L.L.C (Syria)**

*•* Responsibility f o r setting u p and maintaining the systems and the associated servers.

*•* Implementation the policies for the use of the computer system and network in addition to Setting up security policies for users.

**Education**

**2008 - 2011, D a m a s c u s University**

Technical Diploma in Electronic Engineering, Specialization in

Communication

**Skills**

**Platforms**

*◦* Taking Extra mile actions in solving problems within my LOA and handling employee’s concerns until it resolved.

*◦* Delivering Customer service with passion and care.

**Computer software**

*◦* Windows & Apple

*◦* Effectively demonstrate excellent communication and negotiation skills.

*◦* Time-management for tasks and meeting the deadlines.

*◦* Acrobat Reader

*◦* Measuring the performance management of others and maintain the company &

employees satisfaction.

*◦* Microsoft Office