**PERSONAL INFORMATION**

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| Date of Birth | : | 2nd Dec. 1985 |
| Born and Raised | : | Dubai. |

**EDUCATION**

**2012-2013**

M.Sc in Business Administration- Human Resources “Canadian University –

MBA”Merit- Cum Loude”

3.73 Out of 4.00

**2005-2008**

B.Sc in Business Administration (Major: Management), Ajman University of Science and Technology (AUST), UAE

Cumulative **GPA: 3.22**

**Summary**

Holding M.Sc in Business Administration - Human Resources specialization (Merit- cum laude/Distinction)

Over 7 years of HR work experience varying between the constructions industries and leading multinational Broadcast Media News platforms in the Middle East for.

Willing to go above and stand distinguished with a proven track record in different industries.

Goal oriented and very ambitious and aiming to meet other professionals in various industries.

**Competencies:** My core skills and competencies are in handling employees’issues, innovation and creativity, HR generalist, overtime, organizing schedules, supervising interns.

**W O R K E X P E R I E N C E**

**Employee Relations incharge 2010 Feb – Present**

Core responsibilities including and not limited to:

* •Managing 9(178 Staff) teams for newsrooms of 2 News Channels "*Al* *Arabiya (AA)*and *(AH)*, (presenters, producers, Interviewdesk, Writers/reporters, language monitors, Social media team, simultaneous translators, press cafe team
* Supervising Interns, 200 interns till date
* Report directly to Executive Editor
* Handle different projects including supervision of training, cutting costs
* Accommodate the around the clock needs and requirements for the 2 Newsrooms
* Ensure proper and fair distribution for smooth and efficient workflow of the newsrooms.
* Organize Al Arabiya workshops and events

Tasks & Achievements:-

* Zero over time for the fourth year in a row 2011, 2012, 2013 & 2015 during Summer and vacations season
* 90% of employees under AA-writer reporters, AA-Language monitor and AA-translation, their annual leave balance is equal /less than 7 days for 2010- 2015
* Managing all Al Arabiya interns from A-Z, over 200 interns in Total from 2010,- 2015
* Follow up and organize all HR probation meetings for the executive Editor, Follow up with all Al Arabiya employees about Mid & end year appraisals
* Monitoring and scheduling Al Arabiya Social Media team rota
* Attaining all the requests and Newsroom requirements by promptly solving any problems. Receive and respond directly and coordinate appropriate responses to calls regarding policy interpretation, employee relations’ issues, and business abuse issues. Strong enthusiasm for

profession and acting as a champion and ambassador for the HR department

* Managing, scheduling and training interns for Newsroom staff
* Ensure smooth workflow with no complaints regarding leave management on Sick, Annual and Emergency leaves of staff
* Ensure smooth workflow workload of Newsroom staff by managing their sick, annual and emergency leaves
* Achieving my annual goals consistently over the years and fulfilling the management requirements.
* Manage and oversee all employee morale initiatives; including Wellness Program, Employee Goodwill, Employee morale-boosting events
* Support Executive Managers with the performance review process to ensure associates receive timely and accurate reviews and assist in annual merit review processes, Collaborate with Business Partners on appropriate resolutions of employee relations issues, Provide HR support to new policies and implement it smoothly to be adopted

**HR coordinator at Burj Khalifa**

Depa Ltd

June 2008 – January 2009 (8months) | UAE –Dubai

I worked as HR coordinator handling Burj Khalifa Staffing and HR issues...etc) working as HR in construction field enhanced and maximized my HR experience. Also being responsible for more than 1200 staff/employees along with the HR team has developed my skills to handle large scale demands and requirements

**2008, 2009 & 2010 (**2 years and 6 months)

Working as HR & account receivable Officer 2008-2009 Acting as HR coordinator in DEPA United group (Burj Dubai). Assigned as Food Coordinator. (On 2100 labor).

Project. Coordinator. (Employment services agency). Customer service (employment services agency).

Organizer & Administrator in Global Environmental Youth Convention.

Supervisor & Promoter “Freelancer”

Kellogg Company

March 2003 – August 2008 (5 years and 6 months) | Dubai

**RELEVANT PROJECTS AND COURSEWORK**

* Cutting cost Projects
* Return-to-work interviews
* Strategic Management
* Business Communication
* Organizational Behavior
* Production and Operations Management
* Computer Applications in Management
* Human Resource Management
* Graduation Project: Job Stress & its effect on employees in UAE (Dubai)

**First Name of Application CV No:** **460176**

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