# Professional profile

A diligent, versatile and ambitious administrative professional who demonstrates exceptional data handling, communication and team working skills which ensure the smooth running and efficient provision of vital internal services. Adept at supporting both the HR function and more general administrative activities within dynamic and respected multinational companies. A skilled time manager who is able to use initiative and embrace new challenges while balancing a complex workload of tasks effectively to deliver consistently excellent levels of service. Displays a strong quality focus and a commitment to achieving all goals and objectives within set timescales. Applies a high level of motivation to all daily duties and relishes the opportunity to learn, develop and add tangible value to an employer.

# Objective

Keen to secure a challenging and fulfilling new position which will utilise all existing skills and experience while providing scope for continued professional development and growth in the future.

# Key Expertise

* HR Administration  Data Handling
* Contract Administration  Delivering Admin Support
* Document Management  Respecting Confidentiality
* Communication & Interpersonal Skills  Ensuring Compliance
* Team Work & Collaboration  Attention to Detail & Accuracy
* Problem Solving  PA Skills
* Multi-Lingual Ability  Planning & Time Management
* Strong Customer Service Skills  Robust IT Skills

# Career summary

**At the Present A Freelance Recruitment Advisor, Quest Resources Limited,** **UK**

* Using social media to advertise positions,
* Attract candidates and build relationships with candidates and employers;
* Headhunting - identifying and approaching suitable candidates who may already be in work;
* Using candidate databases to match the right person to the client's vacancy;
* Briefing the candidate about the responsibilities, salary and benefits of the job in question;

**Apr 13 – Apr 15 International HR Administrator / PRO, Exterran Eastern Hemisphere FZE US Oil & Gas Company**

* Participating in the screening of resumes, conducting telephone interviews and recommending suitable candidates as part of a robust recruitment process
* Creation and update of internal vacancy track system
* Develop and update job descriptions and job specifications
* Performing administrative duties such as tickets/hotel booking, maintaining tenancy contracts, scheduling meetings and appointments
* Processing expense, insurance claims, monitoring tenancy contracts
* First point of contact between Company and Contractors
* Monitoring international expats relocation processes
* Conducting inductions for all new hires, assisting in their initial settlement in the company (pre-joining paperwork, joining paperwork collection)
* Exit paperwork handling
* Responsible for updating employee files in both hard and soft format, ensuring the provision of accurate records at all times
* Monitoring documentation (including legal) received/sent from/to such branches as Oman, Bahrein, Pakistan, Indonesia, Thailand, Gabon, Nigeria, partially Russia, Kazakhstan and Switzerland reporting directly in to Dubai office (as Dubai is HQ for the Eastern Hemisphere company branches), consolidating it as per manager’s instructions
* Taking part in implementing HR procedures, working out KPI for performance appraisals
* Issuing salary certificates, salary transfers, non-objection letters, visa applications, employee confirmations and other associated documentation as required
* Attending weekly / monthly HR meetings, liaising with internal departments and HQ teams (in Houston) in a professional and collaborative manner, and assisting in the development / implementation of new HR policies, handbooks and other manuals
* Supporting the administration of compensation and benefits, processing / reporting / recording personnel costs and contributing toward the operation of accurate monthly payroll
* Dealing with Insurance companies with regards to insurance card application, cancellation and solving disputes raised while using their services by company employees
* Issuing travel insurances for employees travelling to the countries which are out of the coverage network
* Participating in the screening of resumes, conducting telephone interviews and recommending suitable candidates as part of a robust recruitment process
* Undertaking the accurate data entry of highly confidential information (for Dubai office and branches) and assuming control of any other assigned duties as requested by management team
* Ensuring timely follow up of both employee and dependent visas, passports, labour and ID cards and employment related documents
* Liaising professionally with Dubai Airport Free Zone Authority (DAFZA) immigration office in relation to the issue, renewal and cancellation of visas and other related documents
* Resolving dispute matters occurring while terminations according to the UAE labour laws within DAFZA
* Personal assistance to HR Director

**Contract Specialist: Apr 13 – Apr 14**

* Undertaking this additional responsibility in parallel with main duties shown above, liaising with Legal and Operational teams in the Eastern hemisphere with regard to pending contracts
* Scanning and uploading contracts on company legal website, preparing letters and documents as required, and leading the creation of local filing and labeling system of both hard and soft copies by region and country
* Conducting comparison of contracts, amending clauses and tracking changes in liaison with legal teams in Houston and UAE
* Performing other daily duties assigned by HR and Legal Departments

**Jun 09 – Jan 13 HR Generalist/Contracts Administrator, China National Petroleum Corporation Silk Road Group**

* Assisting in the placement of new hires starting from relocation, visas and ending with induction, joining paperwork
* Recruitment, screening CVs, scheduling interviews for potential candidates
* Dealing with recruitment agencies in sourcing candidates and posting job ads
* Administering expense claims, petty cash, insurance claims
* Personal Assistance to the Department Head in terms of scheduling his diary, hotel and ticket bookings
* Maintaining records of outgoing / incoming correspondence and requesting meeting hall reservations, tickets and business trip documentation
* Responsible for updating employee files in both hard and soft format, ensuring the provision of accurate records at all times
* Managing Visas (new, renewal, cancellation, blood test) of International Expatriates and their family members
* Issuing salary certificates, salary transfers, non-objection letters, visa applications, employee confirmations and other associated documentation as required
* Attending weekly / monthly HR meetings, liaising with internal departments and HQ teams in a professional and collaborative manner, and assisting in the development / implementation of new HR policies
* **As a Contract Administrator**
* Liaising productively with other departments, regional offices and headquarters in Beijing and undertaking additional duties as assigned by HR and Administrative Director and other company management
* Formulating and coordinating requests for new contracts to the procurement dept., preparing material requisition (MR) and service requisition (SR) memos and submitting appropriately
* Directing the activities of employees tasked with the formulation of bid proposals, preparing schedules of contracts to be closed and controlling certain logistical issues as specified in contracts
* Evaluating and monitoring contract performance to ascertain necessity for amendments or extensions, ensuring compliance with contractual obligations
* Supporting decision making related to the approval or rejection of deviations from contract specifications, presenting information to head of department directly
* Performing other duties assigned by Department Head and Legal Department management

**Jul 05 – Jun 09 HR Generalist / PRO, Asia Agro Alliance**

* Develop and execute recruiting plans
* Screening of resumes, conducting telephone interviews and recommending suitable candidates as part of a robust recruitment process
* Accountable for the accurate update of employee files in both hard and soft format, and fro compiling / preparing detailed reports and documents pertaining to personnel activities
* Preparing badges, passes and identification cards as required, performing a range of security related duties and welcoming new employees to the organisation through the delivery of the induction process
* Issuing salary certificates and non-objection letters at the request of employees, handling hotel reservations, the booking of tickets and the coordination of business trip related documents
* Assisting in the development and implementation of appropriate HR policies and procedures and ensuring the timely follow up / update of employee passports, labour cards and other related documents
* Processing visa applications and managing arising daily office issues such as provision of secretarial support etc.
* Performing administrative duties such as tickets/hotel booking, maintaining tenancy contracts, scheduling meetings and appointments
* Arranging both in-house and external events
* Booking rooms and conference facilities
* Ordering and maintaining stationery and equipment;
* Organizing and storing paperwork, documents and e-files

# Education and qualifications

**2014-till present** Master’s Degree: Paramount California University “HR & Business Management”

**2013-2015** Obtained certificates in:

Spearhead Training:

Microsoft OfficeExcel advanced level I

Microsoft Office PowerPoint

Self & Time Management

In-house Company Training:

Communication Skills

Smart Goals setting

Basic Supervisory Skills

**2011** ‘New Technologies in Petroleum Exploration & Development’ Training Programme,

China National Petroleum University

**2009** ‘Trading & Risk Management; World Observation’ Training Programme,

Hanover,Germany

**2003 – 2005** Master’s Degree: English Language, Uzbek State World Languages University

**1999 – 2003** Bachelor Degree: English Language, Uzbek State World Languages University

**1989 – 1999** Secondary Education Certificate, School – Gymnasium #103

# Additional Information

**Date of Birth:** 15th September 1982 (Uzbekistan)

**Languages:** Native Uzbek; Fluent English, Russian & Turkish

**IT Skills:** MS Office incl. Word, Excel, PowerPoint & Outlook

**Driving:** Full UAE license and own vehicle

**Interests:** Reading, music, foreign languages, cinema & travel

**First Name of Application CV No:** **485094**

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