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| **ANEESA**[**ANEESA.125808@2freemail.com**](mailto:ANEESA.125808@2freemail.com) |  |

***Career Objective:*** To work in the field of Human Resources by using my experience and expertise to the fullest in order to attain personal excellence and organizational goal.

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| **S. No** | **Name of the Course/Degree** | **Year of Passing** | **University/College** | **Specialization** | **Remarks** |
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| ***1.*** ***Professional Qualification:*** | | | | | |
| 1). | MBA (Master of business Administration) | 2006 | IMS Institute of Mgt. Studies,Rajasthan Vidyapeeth University, Rajasthan, India | Finance (Major), Marketing & HR (Minor) | Passed with 78% , Honours, **Gold Medalist**, Secured First Position in the University |
| ***2.***  ***Academic Qualification:*** | | | | | |
| 1). | B. Sc (Bachelor of Science) | 2004 | M.G College, Mohan Lal Sukhadia University, Rajasthan, India | Botany, Zoology and Chemistry with English as Core Subject. | First Division, Gold Medalist at Societal Level. Secured 4th position in University |
| ***3.*** ***Certification:*** | | | | | |
| 1). | AMFI (Association of Mutual Funds in India) | 2006 | Centralized exam which has validity all over India and is conducted by the Indian Stock Exchange Dept. | Mutual Funds | AMFI passed candidate can guide and inform investors about various Mutual Funds operating in India and act as a distributor of the Financial Product. |

***Work Experience:***

1. Currently working as **HR Officer with Vetra Inv.LLC**, Dubai,UAE **(Jan 2011 onwards)**

2. Previously worked with as **HR Personnel Officer with M. H .Al-Shaya Co. Wll (Retail Division)**, Kuwait **(July 2006-July 2010).**

***Responsibilities Undertaken:***

* Leading team of 17 employees in the Hierarchy.
* Attending meetings with Brands and with various HR Dept. such as Recruitment, Administration, and Payroll & coordinating with them on HR related issues of brands.
* Tracking employee records electronically and report generating, analysis and conclusion of the Subject.
* Managing and controlling the company database and managing the process of the Dept.

***Work Experience:*** ***M. H .Al-Shaya Co. Wll - Continued***

* Meeting the deadlines for various employee’s Labor Process.
* Worked as a legal Advisor: By studying the employee case and analyzing the hearings from the court of Law in coordination with HRS Lawyer.
* Adhering to company Policies with the current Labor Laws in Kuwait Govt.
* Annual Reconciliation of the Labor Files and employee records.
* Handling HR departments Audits.
* Acting as Key Person to solve Personnel Quarries for both the Internal and External Customers.
* Member of recruitment team to select new staff & short listing candidates.
* Collect, process, prioritize & communicate relevant employee data in a timely manner.
* Induction, Training, Creating active payroll system for the new staff, salary advance follow-up, communication and coordination with the brand/Operations regarding their joining date and store location, handling the complete On boarding process.
* Managing the entire process & final settlement of staffs resigned or terminated.
* Carry out HR administration in coordinate with Operations/Divisional Managers to ensure  
  compliance with company policy & procedure.
* Handling work injury related cases of employees coming under the brands allotted.
* Maintain tracking sheets, up to date file for new joiners, active employees and Leaver’s Cancellation/Transfer Out/ Absconding, & generating periodic reports.
* Ensure filing and security/confidentiality of Employee records, personal information &  
  Passports and control access/release.

About the company: **Al Shaya Co.WLL** is the largest multi brand retail company operating in the Middle East market.

3. Before engagement with MH Al Shaya, worked with Punjab National Bank, as **Financial Advisor / Marketing Executive (Management Trainee)** (May 2005 July 2005->2 Months)

***Responsibilities Undertaken:***

* Analyzing the Portfolio of the Financial Product (Mutual Funds).
* Advising the Investors to invest in the best suited product for long term profit.
* Acting as a bridge between the Exchange and the investors through customer awareness.
* Acted as a Help desk for information exchange & promoting new products.

**About the company**: **Punjab National Bank** is one of the largest national banks in India, operating Country Wide.

***Projects Worked Out:***

* **Creation of company database**: Conversion of the hard copy company data into electronic system (Oracle) which is easily accessible and 100% accurate and up to date, M. H. Al-Shaya, Kuwait.
* **Yearly Reconciliation** of Registry Journal (RJ) from the Govt. with the company Payroll and analysis of the same, M. H. Al-Shaya, Kuwait
* **Transferring the On boarding process** of the New Employees from Recruitment Dept. to Personnel & Govt. Relations Dept., M. H. Al-Shaya, Kuwait
* **Grand Project**: An indepth study of Mutual Funds in the Banking Sector of Rajasthan and its future Market Opportunities.

***Projects Worked Out- Continued***

* **Summer Training Project**: "Investment Portfolio and Customer Behaviour of Principal Mutual Funds" in Finance and Marketing from Punjab National Bank, Principal Pnb. Asset Management Company Pvt. Ltd., Udaipur, Rajasthan, India.
* A **study** of Insurance Industry in India during MBA.
* **SWOT Analysis**: Wolkem India Ltd., Lake Palace Hotel, IBM Computer and Allied Electronics and Magnetics during MBA.
* **Survey of the various marble industries** such as - Pacific Marbel Industries Pvt. Ltd., Arihant Tiles and Marbles Pvt. Ltd., Dhawal Marbles and Granites Pvt. Ltd., D.J.Neelam Marbles Pvt. Ltd during MBA.

***Skill Set:***

Communication, Interaction ,Interpersonal ,Team Leader, Positive Approach, Work Under Pressure, Friendly, Confident, Hardworking ,Not resistant to change, Professional, Good Educational Background, Well Conversant with Computer, comfortable working with individuals from various Nationalities, Challenging, Energetic, Realistic, Motivational, Helping nature, charming Personality, ,Analytical Thinking, Decision Making, Training the staff ,Induction of the Staff, Coordination.

***Computing Skills:***

* In depth Knowledge of MS-Office (Word-Excel-Power point)
* Working Knowledge in Oracle Software.

***Achievements:***

* Honored as best HR Personnel Officer for Starbucks, M.H.Al Shaya WLL, Kuwait
* Honored for best Customer Service in HR Personnel Dept, M.H.Al Shaya WLL, Kuwait.
* Gold Medalist (MBA with honors) in the University.