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# ELSAID

**EL**SAID.347876@2freemail.com

* **AIM:**

*To be able to contribute my knowledge& my skills in chosen field of work by working with great sense of responsibilities.*

**POSITION DESIRED**

* HR Admin in charge
* HR officer
* Public relation officer
* Personal assistant
* Administration staff
* Marketing officer
* Sales coordinator
* Inside sales officer

 **PROFILE**

Dedicated & self-motivated with excellent interpersonal skills & ability to take responsibility

 Well organized, hardworking resourceful and able to work well under pressure

Willing to be learned & trained.

**EDUCATION**

Bachelor of Commerce (Business Administration)

**COURSES**

* HR Advanced course from NADIA institute (ABU DHABI**)**
* English CourseConversation ,Written ,Reading

**COMPUTER SCIENCE**

Ms Office / Word / Excel / Power point / Outlook / Internet

WORK EXPERIENCE

***From 2015 Till present***

 Personnel Assistant for International Sales Director in **GET Group** –Dubai Head Office

Responsibilities:

Devising and maintaining office systems, including data management and filing;

Arranging travel, visas and accommodation

Screening phone calls, enquiries and requests, and handling them when appropriate;

Meeting and greeting visitors at all levels of seniority;

Organizing and maintaining diaries and making appointments;

Dealing with incoming email, faxes and post, often corresponding on behalf of the manager;

Carrying out background research and presenting findings;

Organizing and attending meetings and ensuring the manager is well prepared for meetings;

Liaising with clients, suppliers and other staff.

Taking on some of the manager's responsibilities and working more closely with management;

Deputizing for the manager, making decisions and delegating work to others in the manager's absence;

Managing databases

Implementing and maintaining procedures/administrative systems

*From 2012 Till 2014*

HR Admin In Charge in Queenex Company

Responsibilities:

* Performance Appraisal
* Induction & Joining Formalities
* Processing Employee PF, ESI, Medical & Other Employment Registration forms
* Employee exit issues and formalities
* Internal Job Posting
* Training needs Identification and nomination for the same
* Headcount reconciliation and validation
* Employee Retention & Employee Engagement
* MIS Reports , Policy Implementation ,Attrition Issues  & Exit Interviews
* Grievance handling & resolving HR issues through resolution team
* Insurance handling ( Medical & fire& vehicle ) & License issue& renew
* Review & update HR local policies and procedures in consultation to ensure smooth work flow & strict compliance with labor law.
* Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring local regulatory & law compliance.
* Maintain the company’s competitive advantage, and advancing its strategic objectives by identifying growth opportunities within new markets and new business segments.
* Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions.
* Manage performance review process to ensure that employees’ motivation, performance and welfare are maintained.
* Monitors the financial performance of the HR & Admin section against budgets so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon.
* Reviews the payroll & overtime reports and provide the feedback to ensure a proper control on the OT

 Skills/Qualifications:

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

PRO POSITION

* 2010 to 2012 HR Officer Al Hajiri International Group

 Head Office in Abu Dhabi

* 2007 – 2010 PRO Al Hajiri International Group
* Job description
* working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* promoting equality and diversity as part of the culture of the organization
* recruiting staff - this includes developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates;
* developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* advising on pay and other remuneration issues, including promotion and benefits;
* undertaking regular salary reviews;
* negotiating with staff and their representatives on issues relating to pay and conditions;
* administering payroll and maintaining records relating to staff;
* interpreting and advising on employment legislation;
* listening to grievances and implementing disciplinary procedures;
* Developing HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels;
* Develop and maintain appropriate filing systems and be conversant with Access, Excel, Word and email applications
* To assist in maintaining records and the production of statistical information and returns as required
* Be able to deal with confidential material in the appropriate way

**Personal Skills**

* Multi task oriented with exceptional time management and problem solving skills.
* Can handle and willing to learn any task given at hand.
* Effective verbal and listening communications skills.
* Effective organizational skills.
* Attention to detail and high level of accuracy.
* Effective written communication skills.
* Good analytical skills.
* Stress management skills.
* Time management skills.
* Able to work independently.
* Honest and dedicated to a work given at hand.