***Batoul***

***E-mail:*** [*batoul.369653@2freemail.com*](mailto:batoul.369653@2freemail.com)

***Marital Status: Single***

**Human Resources Manager**



Career Objective

Seeking a highly dynamic, challenging management position in a well reputable and multinational organization where I can utilize my expertise to analyze the various HR issues in the company, thereby promoting the efficient functioning of the organization and enhancing human resources productivity with developing the strong professional team for company.



Core Competencies

* Culture Awareness
* Human Resource planning
* Recruitment and selection
* Staff development
* Employee Relations



Career History

2011 – Present **Posta Plus Group - Kuwait**

(Posta Plus , Student Center , Ghazal insurance , Ghazal Express ,National Express)

**Human Resources Manager**

* Devise and Implementing HR policies, procedures across the organization.
* Prepare the annual departmental budget, including manpower , training programs, operating expense and services, also monitor and control expenses of the approval budget.
* Administer regular salary and benefits industry surveys to ensure the company competitive position in the markets in terms of its pay scales and benefit schemes.
* Prepare the HR department's annual plan and ensure implementing projects accordingly.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Administer Salary revision regularly; provide reports on employee benefits, salary structure, increments, and other benefits.
* Building a development plan for the employees.
* Devise and implement employee performance appraisal and report to the top management team on a regular basis and ensure their alignment to the corporate strategy.
* Instructs and advises managers and employees on HR policies and procedures.
* Maintains the staff handbook is comprehensive and up-to-date.

Page **1** of **3**

***Batoul***

***E-mail:*** [*batoul.369653@2freemail.com*](mailto:batoul.369653@2freemail.com)

***Marital Status: Single***

* Manage and review the recruitment activities to ensure qualified candidates are selected within the timeline.
* Identify areas that need attention and improvement to implement training programs accordingly.
* Manage and implement staff survey to get realistic assessment of company to enhance the satisfaction all the time.
* Organize and direct all HR admin functions
* Ensure payroll is completed accurately and to deadline.
* Manage the information held on the HR database to ensure it is updated in a timely and accurate manner.

2010 – 2011 **Commercial Real Estate company - Kuwait**

(Hotel Missoni)

**Human Resources Coordinator**

* Prepares job offers and employment contracts.
* Handle the recruitment activities such as Receive applications; arrange tests, interview arrangement, and reference check.
* Monitors timesheets and documentation of sickness/absenteeism.
* Prepare all the administrative works related to issuing visa, residency, work permit, social security. And liaise with the representative.
* Prepares standard employee letters on request.
* Maintains an updated computerized and manual personal record for each employee.
* Ensure the Personnel Procedure is updated on regular bases.
* Issues passports as per issuing procedure.
* Receives incoming external and internal mail, personnel forms and issues to the relevant persons as appropriate.
* Coordinators with Department heads regarding any employee related matters.

1998 – 2010 **Human Soft and Human Investment Holding - Kuwait**

(New Horizons institute)

* **Personnel and Administration Officer**
* **Administration Coordinator**
* Prepares all correspondence and letters accordingly to the procedure of the HR department.
* Maintain a good working relationship with all other teams within employee services ensuring a first class service is offered at all times.
* Welcomes new employees to the organization by conducting initial orientation and explain to t hem company policies, and procedures.

Page **2** of **3**

***Batoul***

***E-mail:*** [*batoul.369653@2freemail.com*](mailto:batoul.369653@2freemail.com)

***Marital Status: Single***

* Assist in payroll preparation by providing relevant data (absences, overtime, and leaves).
* Co-ordinates with Liaison officer on all matters relating to residencies, official documents, visas.
* Processing all HR Admin related paperwork throughout the full employment cycle, from dealing with recruitment matters, new starter documentation and internal changes.
* Assists with processing of terminations
* Open new employee files and maintain personnel records ensuring timely and accurate records.
* Handles purchase requisitions from various departments and preparing purchase orders.



Education & Certifications

* Bachelor of Business Administration – (AUH - USA)
* Mini MBA of HR Management - (IAATD - UK)
* Succession Plan certificate – Fleming Gulf
* Compensation and Benefit – master class certificate
* Cambridge Business English course
* Business Etiquette course
* Leadership course

Successfully passed a prometric exam in “Mic rosoft Office User Specialist Master”

* GMAT ,Pearson VUE Test Administrator certificate.

Highlight of Qualifications



* Result Oriented
* Excellent positive inter-personnel skills
* Highly Flexible and good adaptability
* Excellent team player
* Excellent organization skills
* Able to tactful deal with difficult and sensitive situations
* Influencing, Persuading , Coaching, negotiating skills
* Pro-active and self motivated
* Creative Thinking



Personal information

Date of Birth: June 1978

Nationality: Syria

Page **3** of **3**