**PHILIPPE**

[Philippe.386096@2freemail.com](mailto:Philippe.386096@2freemail.com)

**SKILLS**

* *Good Interpersonal and Communicative Skills*
* *Quick Learner*
* *Administrative skills*
* *Good at Team Leading management.*
* *Punctual, Honest and Sincere*
* *Diligent , Intelligent and hard working*
* *Problem solving Knowledge*
* *Team Leader*
* *Human resource management*
* *Proficient in English and French*

**EDUCATION**

* *Bachelor degree in ADMINISTRATION*
* *Certified human resource professional ,ITI institute, Dubai*
* *Advance human resource management, ITI institute, Dubai*
* *Certified human resource professional,ACI(American certified institute),USA*

**PROFESSIONAL SUMMARY**

* I have two years of experience as a human resources officer and possess a solid understanding of the skills and knowledge the position entails. As the Human Resources. I oversee the hiring process answer employee complaints and maintain records. I am highly organized have excellent interpersonal skills and am well-versed in labor law. My knowledge of HR theory and law combined with excellent interpersonal skills make me an standout candidate for your open Human Resources position.

**WORK HISTORY**

AYABA HOTEL, BAMENDA, CAMEROON 2/2013-/3/2017

WAFI HOTEL LLC, DUBAI, UAE 4/2017-10/2018

**PERSONAL INFORMATION**

* Nationality : Cameroonian
* Gender : Male
* Visa Status : Visit Visa
* Status : Married

**LANGUAGE:**

* English Good in Both Speaking and Writing
* French Good in Both Speaking and writing

I hereby declare that the above information is true and correct to the best of my Skills and beliefs.

**PHILIPPE**

*Applicant*

Key qualifications

**KEY QUALIFICATIONS**

* Preparing or updating employment records related to hiring, transferring, promoting, and terminating
* Explaining human resources policies, procedures, laws, and standards to new and existing employees
* Ensuring new hire paperwork is completed and processed
* Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
* Addressing any employment relations issues, such as work complaints and harassment allegations
* Processing all personnel action forms and ensuring proper approval
* Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
* *Workforce Planning and Employment*
  + Implementing the organization’s recruiting strategy
  + Interviewing applicants
  + Administering pre-employment tests
  + Assisting with completing background investigations
  + Processing transfers, promotions, and terminations
* *HR Development*
  + Conducting training sessions
  + Administering on-the-job training programs
  + Evaluating the effectiveness of training programs
  + Maintaining records of employee participation in all training and development programs
* *Total Rewards*
  + Analyzing job duties
  + Writing job descriptions
  + Performing job evaluations and job analyses
  + Conducting and analyzing compensation surveys
* *Employee and Labor Relations (union environments)*
  + Interpreting union contracts
  + Helping to negotiate collective bargaining agreements
  + Resolving grievances
  + Advising supervisors on union contract interpretation
* *Employee and Labor Relations (non-union environments)*
  + Assisting with processing employee grievances
  + Overseeing engagement programs and other employee relations work