**Matthew**



[Matthew-393407@2freemail.com](mailto:Matthew-393407@2freemail.com)



**Personal Summary**

**Pr**oven HR Assistant with experience in customer service, sales mechandising, employee management, recruiting, benefits as well as learning anddevelopment. I am highly detail-oriented, organized and interested in working for a stable company that will encourage my growth and development to be the most eﬀective employee I can possibly be.

**Experience**



**HR Assistant** (June 2018 to September 2018; Dubai, UAE)

* Aided hiring manager in recruiting events and social recruiting process
* Managed the maintenance of employee and contract files
* Kept the company in compliance with current laws
* Coordinated training and orientation new staff
* Served as the liaison between leadership, management and employees by answering questions, communicating decisions and helping resolve work-related matters
* Worked closely with Finance, Payroll and IT departments and Maintained employee’s information by entering and updating employment and status-change.

**Data Encoder** (May 2018 to June 2018; Dubai, UAE)

* Ensured report tables and listing accurately reflect data within the database
* Entered data accurately onto computerized databases and Excel spreadsheets
* Located and correct data entry errors
* Maintained logs of activities and completed work and handling inbound telephone queries from colleagues/clients regarding data.

**Customer Representative, Shell Petrol stations** (October 2014 to May 2015; Aberdeen, Scotland)

* Worked in a team as a supervisor of promoters in certain occasions, training and motivating them for making sales.
* Distributed daily the newspapers from a specific route, managed and collected the money from customers.
* Provided customer service, assisting customers in any situation regarding the newspaper or related problems with the company.
* Provided technical assistance to troubled customers

**Education**



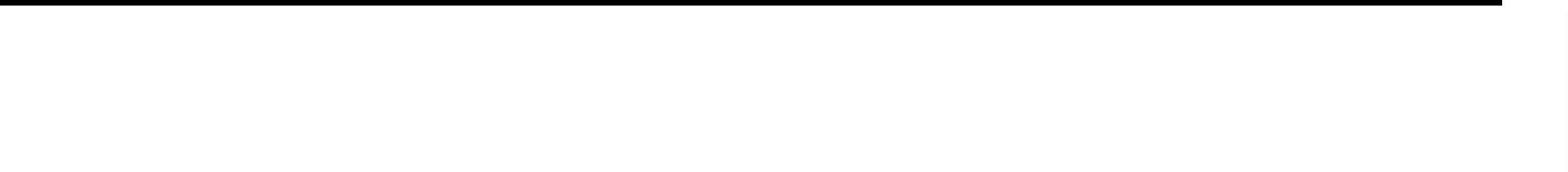
* **BA (Hons) Business Management** (Human Resource Management)–September 2016 - June 2019 **Middlesex University, Dubai Campus** －Dubai, United Arab Emirates

**Modules:** Leadership & Management Developmen, Strategic Management, Leading Change Work, Organization & Society.

**Classification:** Seconder Class Honours

* **Certificate**: IATA Cabin Crew Training, 2018
* **Zabeel Institute of Management Technology** －Dubai, Dubai, United Arab Emirates

**Skills**



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| --- | --- | --- | --- | --- |
|  | Human Resources Information System (HRIS) |  | Document management & scheduling |  |
|  | Strong listening, communication and presentation skills |  | Research Skills |  |
|  | Recruitment and staffing |  | Analytical skills |  |
|  | Time Management skills |  |
|  | Onboarding |  |
|  Technical skills-Microsoft Word, Excel and PowerPoint | |  |
|  |  |  |

**Languages**



Fluent in English

Fluent in a native language (Ijaw)