

Hind Hashim Mohammed
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Abu Dhabi, UAE

HR Administration & Recruitment Officer

4 years of extensive experience in HR Administration & Recruitment Officer functions, defining and implementing HR strategies, organization development, training & Recruitment

CAREER OBJECTIVE

My objective is to secure a challenging position through which I can apply and develop my qualification knowledge and experience to introduce my best service to my organization and to myself.

CAREER SKILLS

HR Strategic Planning
Performance Reviews

Recruitment & Selection
Manpower/Succession Planning

Policies & Procedures
Risk Management

EDUCATION

Bachelor (Honors) of Management Information system (MIS)

Sudan University of Science and Technology, Khartoum-Sudan 2012 – 2016
Class of Award: Second Class – **Division One**

WORK EXPERIENCE

HR Administration & Recruitment Officer at

Freiburg Contracting & General Maintenance L.L.C. Abu Dhabi, UAE,

March 2018 up to present

Main Job Tasks and Duties

- Responsible for the end-to-end employee lifecycle processes and daily activities post onboarding,
- Handling both Local and Overseas recruitment operations.
- Job posting as client requirements and company needs via online portals such as LinkedIn, Naukrigulf, Bayt.
- Pre-screening and verification of candidate profiles by telephonically interviewing them.
- Screening candidates and drawing up shortlists of candidates for clients to interview.
- Interviewing and assessing prospective applicants and matching them with vacancies at client companies
- Write, maintain and update HR Policies / Employment contracts.
- Ensure compliance and consistency of company policies, procedures and best practices.
- Prepare various documentation such as reports, presentations, memos and e-mails as required by the Manager/Head of Section to ensure that well written, consistent, accurate and timely documentation originates from the Manager/Head of Section 's office
- Monitor and report on staff employment, performance, training, pay, grievances, leave of absences.


- Performing administrative tasks
- Organizing and managing new employee orientation, on-boarding, and training programs
- Contacting applicant's references
- Prepare and organize all the payments related to HR with Account Department
- Prepare, Process & Finalize of monthly Payroll & overtime
- Managing all Employees file and documentation Properly
- Preparing job Descriptions, posting ads and managing the hiring Procedure
- Prepare and maintain HR Reports for internal & auditing process
- Maintains employee's information and organization in the system
- Ensure employee information and organization structure are updated appropriately by Input data into the HMRS system to ensure accurate and timely processing.
- Ensure data contained in system is accurate and up to date.
- Submit and process for employee's insurance and safety.
- Monitor HR department's budget
- Finalize employees End of service benefit's according to UAE Law and company Policy
- Applying for Entry & Employment visa from immigration System
- Issuing new & Renewal immigration visa
- Tracking labour cards & Residence Visa expiration from MOHRE & ICA
- Following with PRO for Employees MOL & Immigration Process

Quality Management Coordinator at

National Upstream Solutions Co. ltd. (NUS), Khartoum, Sudan,

February 2017 – February 2018

Main Job Tasks and Duties:

- Worked as part of the QMS office that's responsible for monitoring the Company's Quality Management System
 - Assisting with ongoing compliance to ISO9001:2015 Quality Management Systems standards
 - Overseeing the orderly collection, collation and reporting of data, documentation, records and improvements to provide necessary support to all departments in closing out internal corrective actions in order to continually improve process and performance capability, reduce cycle times and reduce costs.
 - Evaluate, advise, draft, implement and monitor procedures.
 - Coordinate communication activities and market the process and results by publicizing goals, plans, progress and results.
 - Ensure ongoing compliance with quality and industry regulatory requirements.
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PROFESSIONAL CERTIFICATIONS

- Certified Human Resource Management (CHRP) Certificate Achieved Grade A
- ICDL Certificate (English).
- Internal Audit ISO 9001:2015 Certificate
- Business Risk Management Certificate

TECHNICAL SKILLS & KNOWLEDGE

- ✓ HRMS – ESS (Employee self Service) System
- ✓ Full Aware about UAE Labor Law & UAE HR practices and visa processing requirements by using Tasheel & immigration System
- ✓ aware about administrative office work which is related to (Marketing, Account, Sales, Procurement, ..etc.)
- ✓ Capability to work in team, under pressure, overtime and going business trips.
- ✓ Very active, well organized and productive personality that enjoys handling large scale of responsibilities.
- ✓ Competent in all MS Office applications to process documents & reports.
- ✓ Strong background in system installation configuration and smooth integrations.
- ✓ Knowledge of Oracle and .Net database management.
- ✓ Operating Systems: Linux & Windows.
- ✓ Programming Languages: SQL, PL/ SQL, Java, HTML, PHP, OOP & relational Database: Oracle (6i,10g,11g,12c).
- ✓ Excellent verbal and written communication skills

Graduation project: Medical Insurance Management System (Oracle)

Designed and implemented in different modules using java platform with the aim to develop an application for insurance companies to atomize work procedure, using this system agents and policy holders can know details about present policies, schemes, policy specifications, terms and conditions & policy registration by the customers while keeping records to maintain data which is a time taking process and require more man power

PERSONAL DETAILS

Address : Corniche Road – Abu Dhabi (UAE)
Date of Birth : 17th August, 1995
Nationality : Sudanese
Visa Status : Valid Residence Visa (Father Visa)
Marital Status : Single
Driving License : Valid UAE Valid Driving License

LANGUAGES

Arabic (Mother Tongue)
English (Read, Write, and Speak Fluently)