



# SAMEER ASMATULLAH KHAN

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**DOB** – 1<sup>st</sup> December 1995

**Country of Residence:** United Arab Emirates

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

## Languages

ENGLISH

ARABIC

HINDI

URDU

SINHALESE

To work as part of a professional team, where I would be able to apply my knowledge, skills, valuable past experience and make the most of my presence at any reputable organization and grow with them as a team and an individual.

## Experience

### ❖ Eurostar Multimedia LLC- B2B Key Account Manager (Dec 2020- Present) UAE

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Retaining existing clients by providing retention offers and other after sales assistance.
- Setting up meetings with potential clients and closing deals.

### ❖ Al Tariq Al Satta Facilities Management Services – Senior Human Resource Specialist (Nov 2018- Nov2020 ) UAE

- 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.

### ❖ Caesars – Human resource generalist (Dec 2016 – Nov 2018) KUWAIT

- 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.

❖ **Chocolateness- Human resource coordinator (Jan2015 – Dec2016) KUWAIT**

- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Coordinate training sessions and seminars.
- Perform orientations, on boarding and update records with new hires.
- Produce and submit reports on general HR activity.
- Assist in ad-hoc HR projects, like collection of employee feedback.
- Support other functions as assigned.