



ANAS RAHIM

HR PROFESSIONAL

Dubai, United Arab Emirates

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ABOUT ME

To work with a firm that can provide me a platform where I can dedicate myself fully for a challenging job by utilizing my technical and management skills, and attain professional growth while being resourceful, innovative and flexible. I hope to achieve this by working hard and contributing to the growth of the company.

LANGUAGES

ENGLISH

ARABIC

HINDI

MALAYALAM

PERSONAL DETAILS

Date of birth
30 October 1989

Nationality
Indian

Visa status
Visit visa

Marital status
Married

DRIVING LICENSE

Driving license category
Saudi Arabia license / light vehicle

WORK EXPERIENCE

MDAR FOOD COMPANY LTD
Al Khobar, Saudi Arabia
Mar 2017 - Mar 2021

HR Administrator

Reporting to the Assistant HR Manager, role focuses on organizing and maintaining personnel records, updating internal HR databases, Preparing HR documents like employment contracts and new hire guides, coordinating with various Manpower Agencies, answering employee queries, handle staff payroll and providing pay slips, arrange travel accommodations and process expense forms, managing staff accomodations, coordinating with procurement & logistic teams.

- Handling the HR administration, payroll for nearly 400 staff from March 2017 to September 2019 till the time and HR coordinator joined the Department.
- Building a professional relationship with all team members.
- Handled the company accommodation and transportation singly for nearly 300 staff members.

SUDELETTRA SAUDI ARABIA LLC
Dammam, Saudi Arabia
Nov 2015 - Nov 2016

Project Coordinator

Coordinating with the site and project manager for the supplies and required services, receiving and inspection of supplies, arranging shipments to the site, issuing purchase orders according to the material request and vendor proposals, supporting the procurement department, forwarding invoices to the accounts ,Routine administration jobs correspondence with supplies, documentation.

DR RAMS NURSING & MATERNITY HOSPITAL
Kerala, India
May 2014 - Oct 2015

HR Coordinator

Coordinate with the HR Generalist to compile all information for salary and job offers and manage all correspondence with employees and prepare required paperwork, administer all job postings and manage all communication with staff members, manage all queries for human resources department and ensure timely response for the same and screen all Candidates for telephone interviews and manage all projects for the department.

LINKS

Linkedin::
<http://www.linkedin.com/in/anas-rahim-473545134>

EDUCATION

SREE AMMAN INSTITUTE OF MANAGEMENT & RESEARCH
Erode, Tamilnadu,India
2014

MBA

Specialised in HR & Marketing

UNIVERSITY INSTITUTE OF TECHNOLOGY
Kerala,India
2011

BBA

SKILLS

STRONG ADMINISTRATION SKILLS

COMPUTER SKILLS

COMMUNICATION & INTERPERSONAL SKILLS

EMOTIONAL INTELLIGENCE

CONFIDENTIALITY

ACTIVE LISTENING