






# 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 accommodations, 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