

# MUHAMMED SAWAD



## ABOUT ME

Certified Human Resources Professional with 4+ years of experience with a comprehensive understanding of Recruitment/HR Administration. Exceptional ability to handle administrative work in a professional manner.

## WORK EXPERIENCE

### Recruitment Coordinator

**Aspino Global HR Services | Dubai |**

**Mar 24 - Apr 24**

- Act as the primary point of contact for clients, ensuring their recruitment needs are understood and met.
- Utilize various sourcing methods including job boards, social media, and employee referrals to identify potential candidates.
- Conduct initial assessments to shortlist candidate for interviews.
- Conducting recruitment drives for blue collar positions at client location.
- Develop and maintain strong relationships with clients by providing regular updates, addressing concerns, and ensuring a high level of service and delivery of high-quality candidates.
- Provide timely feedback to candidates regarding their application status and next steps.
- Visiting the store POC for feedback on a regular basis all over the emirates.
- Monitoring daily attendance of the outsourced employees.
- Compile and analyze recruitment metrics to track the effectiveness of recruitment strategies and identify areas for improvement.
- Generate regular reports on recruitment activities and client interactions for management review.

### Admin Officer

**World Green Economy Organization | Dubai |**

**Jun 22 - Dec 23**

- Working as an Admin Officer and secretary/PA for the Director-General.



## CONTACT

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Dubai

Muhammed Sawad

sawad\_5wd

## EDUCATION

### BBA

2017 - 2020

Rabindranath Tagore  
University

### Higher Secondary School

2015 - 2017

Seethi Sahib Higher  
Secondary School

## SKILLS

MS Office

Photography

Photoshop

Lightroom

Marketing

- Providing comprehensive administrative support to all office activities such as public relations and day-to-day operations including team of professionals from UN Global Compact and UNFCCC.
- Scheduling appointments and meetings on a regular basis.
- Facilitate the onboarding process of new employees, including paperwork and orientation.
- Providing necessary assistance for finalizing the visa, Emirates ID and medical insurance procedures.
- Manage the medical and group life policies including addition, deletion, and annual census preparation.
- Ensure HR policies and procedures align with labour laws and regulations.
- Performing administrative duties such as mailing and filing correspondences, presentations, answering telephone calls, collecting documents, cheques and payments.
- Handle employee inquiries, grievances, and conflicts, and promote a positive work environment.
- Monitoring and maintaining the inventory of office supplies, equipments, and list of vendors by foreseeing work requirements.
- Negotiating contracts with hotels, vendors, and suppliers to ensure favorable terms and pricing.
  - Greeting and interacting with clients, visitors, vendors, etc. in a professional manner.
- Detail-oriented approach with a focus on accuracy and quality in all tasks.
- Assisted in the organization of company events including logistics and catering arrangements.
- Utilizing WGEO office vehicles for the transport of authorized personnel and delivery and collection.
- Liaising with Company officials and receiving visitors from the airport and other locations.
- Ensuring cost savings by systematic preparation of the vehicle maintenance plans and reports.
- Making travel arrangements (i.e., reservations of air-tickets, hotel accommodation, visa) as and when required.
- Ensuring travel itineraries are organized, cost-effective, and aligned with company policies.
- Manage the medical and group life policies including addition, deletion, and annual census preparation.
- Creating, updating and maintaining records ensuring the accuracy and validity of the information.
- Preparing memos for approval and salary certificates as per employee's request.
- Reviewing incoming invoices and process the same for timely payments to respective parties.
- Ensuring day-to-day maintenance of the assigned vehicle by arranging timely oil changes, conducting minor repairs, brakes, etc.

- Ability to work independently and manage time efficiently.
- Conducting research and providing analysis on various topics to support decision-making processes.

### ○ **Payroll Trainee**

#### **Chalhoub Group | Dubai | Oct 21 - Apr 22**

- Knowledgeable and experienced Bookkeeper with extensive knowledge of handling and documenting highly confidential documents such as EOS, Cheques according to policies and preferred procedures.
- Maintaining accurate information in the payroll digital archiving system.
- Assisting Payroll Officers with the archiving process.
- Ensures documents are kept in a categorized way for easy tracing.

### ○ **Administrative Assistant**

#### **Adcart Advertising | India | Apr 20 - Apr 21**

- Communicating/laising effectively with existing clients, potential clients, etc.
- Preparing business correspondences comprising of memos, letters and reports.
- Handling petty cash and maintaining office stationery items.
- Maintaining and updating HR Database regularly by feeding new hire information and updating personal data of existing staff.
- Organizing and prioritizing office tasks to fulfill all administrative requirements.
- Maintaining all office communication and human resources activities.
- Compiling weekly and monthly performance data and statistical reports.
- Collaborating with vendors and suppliers of office equipment to ensure compliance with company policies and procedures.

### ○ **Recruitment Assistant**

#### **CASA Design | India | Apr 17 - Mar 20**

- Reviewing job synopsis and matching applicants with job requirements.
- Performing recruitment activities such as gathering CVs, shortlisting, scheduling telephonic/face-to face interviews, pre-employment background/reference check, salary negotiation with successful candidates, etc.
- Organizing orientation program for new staff.
- Verifying original qualifications/experience certificates of candidates, briefing on terms and conditions of employment and other relevant matters.

- Scrutinizing employment applications and evaluating work history, education and training, job skills, compensation needs and other qualifications of applicants.
- Preparing new employee files and ensuring personnel files are created and maintained in an efficient manner i.e. all relevant documents are filed correctly for all successful candidates.
- Plan, develop and manage ongoing multiple Talent Pools for the business in order to meet the requirements of various hiring plans.
- Producing reports on general HR activities, as and when required.
- Carrying out other functions as assigned.

## LICENSES & CERTIFICATIONS

**Digital Marketing & Operations** - L'Oréal Middle East (Oct 2021)  
**One Team. One Culture** - Chalhoub University (Dec 2021)  
**Code of Ethics** - Chalhoub University (Jan 2022)  
**Human Resources: Payroll** - LinkedIn (May 2022)  
**Strategic Human Resources** - LinkedIn (Jun 2022)  
**Talent Management** - LinkedIn (Jun 2022)  
**HR as a Business Partner** - LinkedIn (Jun 2022)  
**NxL Graduation Certificate** - L'Oréal x Nestlé (Jun 2022)  
**Certified Recruiter** - Naukrigulf (Aug 2022)  
**Certified Advanced Recruiter** - Naukrigulf (Aug 2022)  
**NestLevel Digital** - Nestlé (Sep 2022)  
**The Science of Well-Being** - Yale University (Nov 2022)  
**Foundations of Digital Marketing and E-commerce** - Google (Dec 2022)  
**NxL Graduation Certificate** - L'Oréal x Nestlé (Nov 2023)  
**Certified Human Resources Professional (CHRP)** - CPD UK (Dec 2023)  
**Net Zero 101: What, Why and How** - United Nations University (Jul 2024)

## LANGUAGES

**English** - Speaking - Fluent, Reading - Fluent, Writing - Fluent  
**Arabic** - Speaking - Intermediate, Reading - Fluent, Writing - Fluent  
**Malayalam** - Speaking - Fluent, Reading - Fluent, Writing - Fluent **(Native)**  
**Hindi** - Speaking - Fluent, Reading - Fluent, Writing - Fluent

## PERSONAL INFORMATION

**Birth Date:** 10 March 1998  
**Birth Place:** Abu Dhabi, UAE  
**Passport No:** S6731948  
**Nationality:** Indian  
**Marital Status:** Single  
**Visa Status:** Residence Visa  
**Driving License:** UAE & Indian

