

Ahmed Al-barea

Personnel affairs & management specialist

China, Suzhou, ST XiangCheng
(+86) 18550047064
barea.ab@gmail.com

EXPERIENCE

Personnel affairs specialist, Bahrain-Hidd

Mar 2013 - Feb 2016

I worked with one of the largest groups in Bahrain, [Ramez Group](#).

I worked in one of their branches as an inventory clerk for eight months, then I was recommended to work as a personnel affairs specialist in their industrial branch, [Ramez Industrial Company](#).

Administrative member, Yemen-Sana'a

Jan 2005 - Feb 2010

Multaqaa al'iietisam is a local non-profit organization created by young people in our district. It's a rendezvous where we gather to do social, sport, traveling, and charity activities. I was selected to be one of the management members.

Skills

- Recruiting, training, and developing staff.
- Organizing and updating employee files.
- Make sure that staff get paid correctly and on time.
- Pensions and benefits administration.
- Approving job descriptions and advertisements.
- Looking after the health, safety, and welfare of all employees.
- Organizing staff training sessions and activities.
- Monitoring staff performance and attendance.
- Completing other duties as required by top management.

LANGUAGES

Arabic: Native

English: Fluent

EDUCATION

Al Alandalus University for Science & Technology, Yemen — bachelor's degree

March 2007 - March 2011

Business management.

Google, USA — Project management on Coursera.

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Google Project management Certificate on Coursera.