

Maryam Mohammad Ali Karam  
m.al-falahy@hotmail.com  
h00209168@hct.ac.ae  
050-5450480  
13<sup>th</sup>/Sep/1992  
UAE, Dubai - Al Mizhar 1  
Emirati

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**Objective:**

I am graduating from Dubai Women's College with the Bachelor degree in HR. I prefer to work with my own, but also never mind to be responsible of a group of people (leader). I am also self-confident, and optimistic.

I am ambitious and responsible worker eager to begin with a position where I can utilize my organizational and time-management skills to help better the company.

**Education:**

- Higher Colleges of Technology- Dubai Woman's collage - Major (Human Resources) Bachelor Degree 2015  
GPA (3.1)
- Asma Bint Al-Nouman High School –Dubai, science section 2009/2010

**Work Experience:**

- **Dubai Women Establishment; HR Officer** (Present)

My Role: HR Officer;

- **Payroll Officer:** run the payroll with the GRP System
- **Employment:** recruitment, orientation
- **Employee Relations:** hearing employee concerns and complaints, provide the employee with business cards, security check, liaise occupational classifications, job descriptions
- **Employee benefits:** design of vacation and sick benefits program, health insurance, Government services
- **Discipline:** assistance and advice in major disciplinary actions
- **HR Audits:** attendance.

**Duties & Responsibilities : (Current)**

- Conducting salaries payable transactions, labour wages, monthly eligible pension installment to GENERAL PENSION AND SOCIAL SECURITY AUTHORITY
- Follow up of implementing policies & administrative systems and writing the reports required, perform any other duties required by administrative.
- Study of departmental needs for human resources & for development of suitable plans in order to fulfill needs.
- Monitor and Update DWE/DLC/TCO budgets.
- Maintain and Update DWE/DLC/TCO Functional and Staff Structural chart.
- Prepare Administrative Resolutions like Appointment, Promotion, Commission schemes etc.
- Support the recruitment, selection and on boarding process.

- Create New Employee ID in the system and Upload employee updated data & personal data cooperate with the IT executive to pull up the report and the data.
- Supervising the employee to update the data and follow up and save your own transaction in employee personal files after achieving electronically, providing the management with tools stationary.
- Follow up to provide the employee with business cards.
- Follow up if there any changes with the employee related salary as per the human recourses system.
- Maintain and monitor updated accurate employee records insure all data is maintained in confidential manner.
- Liaise surveys to ensure appropriate compensation across all departments and participate in salary bench marking activities.
- Preparing weekly report to the line manager what be done and what be poisoned with clarifications.
- Liaise occupational classifications, job descriptions.
- Responsible for pulling up the report & edit monthly payroll and verify annual increases.
- Preparing employee related –pension –end of service.
- Forecast budget for salary increases with the HR manager.
- Involved in the preparation of reports supportive in making senior management decisions with the head of the department.
- Involved in the planning process of filling vacancies, which requires getting compensation with similar institutions activity data and analyzes compared compensation with the current one with the head of the department.
- Perform other related duties as negotiated to meet the ongoing needs of the organization.

○ **Dubai Women Establishment; HR Intern** (around 2 months)

My Role: HR Internship; working in the human resources (HR) department, doing the basics for the department- entering staff data. Making the staff Attendance Report (manually). Taking part in the *4<sup>th</sup> Arab Women Leadership Forum*- helping with the volunteer's documents (contracts), contacting them. Update some confidential documents. Work on some promotion documents for the staff.

○ **Dubai Chess & Culture Club; Technical Officer** (2 years)

My Role: Technical supervision; helps the coach with students to achieve medals; expand the sport of chess among Dubai schools.

○ **Dubai Chess & Culture Club; Responsible Administrative** (3 years)

My Role: Administrative supervision; responsible for registration of the new members to the club; helping with the relation between parents and the club (understanding the championships timings- expand the knowledge to parents about the chess game); responsible for the attendance of the players upon their schedule.

- **Dubai Chess & Culture Club; Administrative Intern** (2 years)

My Role: Training period; where I got my general experience about the working criteria in the sports field (chess); helping the administrative staff to accomplish the work during the organization.

- **Collage Bazaar** (3 days)

In HCT, Dubai Women's' Collage each year there is an event which is called (DWC Bazaar), in this event all the business students from a particular semester each year students are participating on this event. Each group of 4 to 6 girls has to make their own business in the 3 days (the period of the Bazaar). I had an experience about dealing with customer; working under pressure (when there are too many customers at the same time), also I had an idea about the pricing in the real market. Also, I had an interesting experience about how to plan in the business in order to make a profit and stay away from loss.

### **Professional Skills:**

- Team Player
- Project Making
- Leadership
- Working Under Pressure
- Time Management
- Presentation Skills
- Meeting Deadlines
- Multitasking
- Problem Solving

### **Extra Curriculum:**

- Leadership Experience
- Writing Skills
- Foreign Languages (Arabic- oral + written), (English- oral+ written), (Russia- oral; basic level), (Turkish – oral; basic level)

### **Interest/ Hobbies:**

- Family Gathering
- Playing chess
- Reading
- Getting more friends
- Watching movies

### **Memberships:**

- International Arbiter in chess (since 2011 till now)
- Dubai Chess & Culture Club; player (2007 till now)

### **References:**

- Will be provided upon request