**Date of Birth: 13 /01/1984 Nationality : UAE Mobile N: 050 5595553**

### E-mail: [rashedalshaer84@gmail.com](mailto:rashedalshaer84@gmail.com) Ginder : Male Social Statues : Married

##### OBJECTIVE: Aiming at a challenge position in the area of HR where I can apply my skills, qualifications and experiences to achieve the organizational goals and objectives.

##### EDUCATIONAL QUALIFICATIONS

* Bachelor in Public Relations – 2001 Ajman University, Ajman, UAE.
* Diploma In Information Technology – 2007 HCT, Dubai , UAE.

##### CAREER & INDUSTRY EXPERINCE

* **Duration: 2014 until now**
* **Position: HR Relations Manager**
* **Company: Emirates Post Group Holding**
* **Key Responsibilities:**

1. Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers &performance appraisals for all postal zones.
2. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices in all postal zones.
3. Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization through all the postal branches.
4. Conduct exit interviews to identify reasons for employee termination.
5. Represent organization at personnel-related hearings and investigations.
6. Prepare personnel forecast to project employment needs.
7. Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.
8. Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
9. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

* **Duration: 2002-2007**
* **Position: Head of Postal Treasury**
* **Company: Emirates Post Group Holding**

**Key Responsibilities:**

1. Supply all postal branches with postal material and maintain high standards of security.
2. Separate post containing items of monetary value such as cheques, cash and vouchers from other Items.
3. Ensure the cash / cheques are logged and prepared for banking following the standard operating procedure.
4. Responsible for the safe handling of cash/ cheques/ vouchers from the post room until banked.
5. Ensure all scanned cheques / vouchers are verified against original items before the batches are closed and banked.
6. Control interface between Sun Accounts and Solchar system, reconcile paying in slips and cash entries against the bank statement in the relevant bank accounts.
7. Responsible for ordering bank stationery and distributing to relevant departments on request.
8. Assist other team members with ad hoc task; provide support during busy times such as year -end and monthly reconciliations.
9. Assist with filing and general clerical duties in support of the Treasury function.
10. Work flexibly to provide cover for all functions within the section during times of peak workload and absence of all staff through training, holiday or sickness.
11. Responsible for own word processing, filing, general administration and clerical duties in support of the marketing database team objectives
12. Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or Head of Department/Division .

##### PREVIOUSE OCCUPIED POSITIONS

* Quality Supervisor (2012)
* Head of marketing section (2011-2012)
* Head of Health insurance Department (2011)
* Head of Transportation Department (2010-2011)
* Head of Maintenance Department (2009-2010)
* Head of Human Resources(2007-2009)

##### COMMITTEES & VOLUNTRY PARTICIPATIONS:

* Administrative Committee.
* Health and Safety Committee.
* National Day 41st Celebrations Committee.
* Service Centers Categorizing Project Committee.
* Expenditure Rationalization Committee.
* “Afkari” Committee.

##### PERSONAL DEVLOPMENT & CERTIFICATES

* Human Recourse Management Diploma
* Basis of Fire Fighting and Protection Techniques workshop.
* IELTS from the British Counsel.
* Level 2 Award in Emergency First Aid at Work workshop.
* International Post Union workshop.
* Basis of Managing Human Resources workshop.
* Basis and Disciplines of Quality Management.
* Oracle workshop.
* Money Transactions and Money Laundering.
* Public Speakers Presentation Skills workshop.

##### SKILLS

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* Knowledge of Business Administrative functions.
* Team leader