

# NASSER AL HADHRAMI

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## PROFESSIONAL SUMMARY

A motivated and inspired HR specialist, who enjoys being part of a successful and productive team. Ability to face challenges & find solutions. Ability to work very hard, under pressure and develop new ideas that help the continuous improvement of the organization.

## SKILLS

\*Technical Skills ( Google App, HR system, Share Point )  
\*Self - Learning  
\*Critical Thinking  
\*Adaptability  
\*Multitasking  
\*Strong Communications

## WORK HISTORY

**Human Resources Specialist** / University of Technology and Applied Science - Nizwa - Nizwa, Ad Dakhiliyah / 01.2007 - Current

- **Data management responsibilities to include processing workflow changes in HR System, audits of data, and data correction workflows.**
- **Ability to develop, implement, support, and review all HR department policies, procedures, and systems.**
- **Coordinating training programs internally with different departments and externally with different trainers.**
- **Participant in the regular meeting with the head of departments and assistant deans, listen to their voices, provide HR recommendations to leaders, and take follow up actions.**
- **Provide full-service HR support to different employees and assistant deans.**
- **Active supporting expatriate staff in public relations for example different variety of visas, resident cards, and visa cancellation.**
- **Highly participant to implement the department's action plans.**
- **Active member in various committees including, Quality Assurance, Self-Assessment group, graduation, and statistical system for higher education.**
- **Conduct special assignments and projects assigned by the Head of the department and assistant dean for Administrative**

## and Financial Affairs.

**Administrative Clerk** / National Private School - Bowsher,  
Muscat / 08.2006 - 10.2006

Worked as an Administrative Clerk.

### EDUCATION

University Of Technology And Applied Science - Nizwa

**2013–2015** Bachelor Degree in Human Resources Management.

University Of Technology And Applied Science - Nizwa

**2002 – 2006 Diploma Degree in Human Resources Management.**

### CERTIFICATIONS

1- (24/09/2020) Google Meet and Microsoft Team by UTAS

2- (20/08/2020) Introduction to Blockchain Technology by Blue Ocean Academy.

3- (28/07/2020) The Rebirth of L&D by Blue Ocean Academy.

3- (21/07/2020) Can Innovation be the Cure for Business by OSHRM.

4- (1/03/2020) HR forum by Vision newspaper.

5- (10 - 12/12/2019) HR, Heart of the Business by OSHRM.

6- (02/02/2019) How to create an investment project at Omani Women Association in Bahla.

7- (28/01/2019) Creative Thinking at Nizwa University

8- (11 – 15 /11/2018) Human Resources Management Strategies at Ministry of Manpower.