

CURRICULUM VITAE

SUMMARY

Competent human resources professional, CIPD member and Extensively Experienced Human Resource Manager with 8 years' experience, as a team player that delivers results to enable organizational success.

SKILLS

- Coaching, Leading & inspiring
- Creative
- Time management
- Reporting and analyzing
- Developing
- Team work and collaborative
- Capable to Learn fast and work with new jobs
- Working under pressures
- Event Management

PERSONNEL DETAILS

- Name: Hussain Radhi Marzooq
- Profile: Male, 32, Single
- Nationality: Bahraini
- Address: UAE – Dubai
- Last Position: HR Manager (Reporting to: Managing Director)
- Emails: Abu.hawrra@me.com
Abu.hawrra@gmail.com
- Contact Tell: +971588988449
- LinkedIn: <http://www.linkedin.com/pub/hussain-radhi/40/284/900>
- Blog: www.immortality00.com / www.immortality00.net
- Photography Instagram: @the.3.eyeye

WORK EXPERIENCE

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| Feb 17 – December 2017 | Languages teacher (English & Arabic) CPAT Languages School | |
| March 2016 | volunteering in Russia, St Petersburg with AIESEC Teaching English in Explore Russia project | |
| April 2013 until Present | Social, Energetic & Spiritual Consultant Teaching and inspiring individuals in: <ul style="list-style-type: none">• Meditation,• Finding the way to be calm and to find the inner peace,• Controlling self-energies• The way to Happiness• The way to the body cleansing• Self-mind control to discover the underlying secrets• The way to live the moment. | Worldwide |
| | Garden Scape Landscape Contracting | Bahrain |
| April 2015 until June 15 | HR & Admin Manager Creating the HR Department from the scratch Preparing and implementing The Policy & Procedures. Handling the Employee Relations Handling Recruitments process Handling Training, Performance Management, Learning & Development Managing Payroll, Salaries & benefits. Managing HR budgets, Reports and Analysis Performing other general duties as assigned by the Managing Director. | |
| | IMERYS AL ZAYANI FUSED MINERALS | Bahrain |
| Aug 14 until April 2015 | HR Officer Leading and directing the Human Resource team to deliver a comprehensive HR services Handling the Employee Relations Handling Recruitments process Handling Training, Performance Management, Learning & Development Supporting the Managing Director in the policy & procedures preparing and implementation. Managing Payroll, Salaries & benefits. Managing HR budgets, Reports and Analysis Maintaining the employees database and records Handling the employee's leave accrual, indemnity and air travel provisional. Liaising with the international airlines and travel agencies for | |

obtaining best compatible lowest prices and services.
 Maintaining strict confidentiality of employee's matters and company information at all times.
 Preparing and Developing Contracts, Offer letters and any official or internal forms and letters
 Performing other general duties as assigned by the Managing Director.

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| | National Concrete Company | Salmabad-Bahrain |
| June 2012 To Aug 14 | Payroll Officer & HR Coordinator | Promoted |
| | <p>Developing HR reports, forms, memos, letters and contracts Coordinate with the managers, employees, institutes, and HR manager to put a training plan for the company. Supporting the HR Manager in recruitment process. Supervision, monitoring and regulating the Attendance system and the Payroll Clerk duties Supporting the HR Manager, HR coordinators and assistants. Handling Administration / HR Reports. (I.e. Over time, MIS, Fuel, Accrual, Bonus attendance, workers upgrading and others.) Maintaining payroll information by collecting, calculating, and entering data into the system. Updating payroll records by entering changes in exemptions, insurance coverage, deductions Maintain records of employees job positions and department / division transfers. Controlling & monitoring all activities related to payroll processing. Prepare and distribute monthly pay-slips to all the employees of the Organization. Prepare and submit employee's leave indemnity and air travel provisional requirements to the accounts department annually. Prepare and review different types of employee's settlements such as leave payments and final indemnity settlements etc. Liaising with the Air-Ticket Booking personnel in the Company for Booking and Collecting Employees Air Tickets. Forward and maintain employee contract renewal advice and employee work resumption forms. Calculate daily trip and cleaning allowance for mixer truck drivers, pump operators and helpers. Monitor and update employee's C.P.R, Residence Permit and Passport expiry details. Prepare memos as required by the HR Manager. Prepare contract agreements for newly recruited employees as stated by the H.R Manager. Renew contract agreements for existing employees as stated by the HR Manager. Clearing all the invoices related to Administration, HR and employee fees Liaise for renewal and termination of employees GOSI requirements</p> <p>Maintain strict confidentiality of employee's matters and company information at all times. Performing other general duties as assigned by the Human Resource Manager.</p> | |
| October 2011 to 31 May 2012 | Payroll Clerk. | |
| | Handling the Attendance, Payroll process and Salary slip | |

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| | <p>Clearing all the invoices related to Administration, HR and employee fees</p> <p>Handling the employees leave register and arranging for there Vacations, tickets and settlement.</p> <p>Maintaining employees accruals.</p> <p>Maintaining personal file & records for each employee.</p> <p>Organize and maintain office files and records.</p> | |
| January 2009 – May 2011 | Havelock AHI | Asker-Bahrain |
| | HR Officer | Promoted |
| | <p>Handling the payroll and salary slip</p> <p>Handling Administration / HR Reports. (I.e. MIS, Fuel, Telephone, Accrual, Bonus attendance, workers upgrading and others.)</p> <p>Working and Maintaining Administration / HR Budget</p> <p>Clearing all the invoices related to Administration, HR and employee fees</p> <p>Handling the employees leave register and arranging for there Vacations and settlement.</p> <p>Maintaining employee's accruals.</p> <p>Maintaining personal file & records for each employee.</p> <p>Assisting in Events managements (i.e. staff/Workers party).</p> <p>Organize and maintain office files and records.</p> <p>Handling everything related to Immigration, Ministries, Embassies and visas, Staffs/workers transports, drivers, administration expenses (i.e. Petty cash, Fuel, telephones, etc)</p> <p>Coordinating with The Company Branches in GCC for all Administration/HR related</p> | |
| January 2008 – December 2008 | Administration Assistants | Promoted |
| | <p>Assisting in the payroll and salary slip, handling everything related to Immigration, Ministries, Embassies and visas.</p> <p>Handling Staffs/workers attendance and Leaves, stationary orders, Staffs/workers transports, drivers, administration expenses (I.e. Petty cash, Fuel, telephones, etc)</p> | |
| October 2007 – December 2007 | Data Entry | Promoted |
| | <p>Time keeping, handling the stationary orders</p> <p>Assisting in the payroll and salary slip, Payment follow-up</p> <p>Invoicing, Quotations.</p> | |
| 2004 – 2010 | Bahrain Motorsports Marshal Club & Bahrain Motor Federation | |
| | International Circuit Marshal | |
| | <p>A Marshal in International and National events and Races (I.e. F1 Race, Carting, GT, 24 Hours Race, the Australian Race, etc)</p> | |
| August 2007 – September 2007 | AL Ghadeer Graphics | Manama –Bahrain |
| | Secretary | |
| | <p>Dealing with customers, arranging for meetings</p> <p>Handling the files</p> | |
| 2006 – Summer Job | Al Sorrow | Manama-Bahrain |
| | Sales Man | |

2005 – Summer Job

Home Center – Marina Mall
Helper - Customer service

Manama-Bahrain

EDUCATION

- December 2013 – February 2014 **Chartered Institute Of Personnel and Development**
London, United Kingdom
CIPD Level 3 Diploma in Human Resources Practice (QCF),
- December 2013 – February 2014 **Victory Training Institute**
Manama, Bahrain
CIPD Lvl 3 – Foundation, A Diploma in HR and L&D
- January 2014 **Harvest Training Center**
Manama-Bahrain
The Art and Science of Value Based Decision Making – Conference
- January 2014 **Harvest Training Center**
Manama-Bahrain
Coaching for Effective Leadership
- December 2013 **Logic Institute**
Manama-Bahrain
Bahrain Labour Law
- August 2013 **Logic Institute**
Manama-Bahrain
Effective Business Emails
- January 2011 **Horizons HRD**
Manama-Bahrain
Personal & Professional Development Skills Throw NLP
NLP Course – Level 1
- August 2004 – November 2004 **Bisan Institute of Hospitality Management**
Manama-Bahrain
Certificate of Achievement in Retail Course
- 2001 – 2004 **Ahmed Al Omran Secondary School**
Manama-Bahrain
High school, Commercial Certificate,

LANGUAGES

- Arabic Native
- English V.Good
- Learning Russian & Spanish (Very Beginner Level)

IT'S SKILLS

- Windows and Office tools:
- Ms.Office Advance
- Excel and formulas Advance

HOBBIES, INTERESTS

- Blogger and Poems Writer
- Photographer
- Life Coach
- Travelling
- Learning Languages
- Public Speaking.
- Internet browsing.
- Reading Books.

REFERENCES

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|--|---|
| Zahra AL Qassab HR Manager RMA Middle East S.P.C | ◆ +97339002622 ◆ Zahra.Alqassab@rma-rheinau.de |
| Zainab Abdulla HR Manager Pasta Express Bahrain | ◆ +97333993665 ◆ Zainab@nccbahrain.com |
| M V Raju Sr. Business support Havelock AHI | ◆ +97317832029 ◆ Raju@havelockahi.biz |
| Moh'd Imran | ◆ +97333118679 |