

# Hussain Radhi Marzooq

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UAE – Dubai

## Professional Summery

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Competent human resources professional, CIPD member and Extensively Experienced Human Resource Manager with more than 8 years' experience, in recruiting and staffing, monitoring turnover and retention, and company compliance. Desire to apply knowledge of the industry to assist in all HR related needs and strategic goals.

Multi skilled life coach with experience in dealing with people's behavior and psychology, Languages teacher, Photographer, blogger and writer.

In continues process of learning swift, IOS and web development, with the aim to learn other programing languages.

## Skills

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- Coaching, Leading & inspiring
- Developing
- Team work and collaborative
- Capability of fast learning and adapt to changes
- Working under pressures
- Event Management
- Ms.Office Advance
- Excel and formulas Expert

## CONTACT DETAILS

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Portfolio : <https://immortality00.github.io/hussain.marzooq/>  
GitHub : <https://github.com/immortality00>  
LinkedIn : <https://www.linkedin.com/in/immortality00>  
Photography - Instagram : @The.3.ey

## Work Experience

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### Freelancing - HR Consultant

Bahrain - January 2016 – Present

### Garden Scape Landscape Contracting - HR & Admin Manager

Bahrain - April 2015 until June 2015

- Handling and managing:
- The Employee Relations
  - Recruitments process
  - Training,
  - Performance Management,
  - Learning & Development
  - Payroll,
  - Salaries & benefits.
  - HR budgets,
  - Reports and Analysis.
  - Creating the HR Department from the scratch
  - Preparing and implementing The Policy & Procedures.

**Imerys Al Zayani Fused Minerals - HR Officer**

Bahrain - August 2014 until April 2015

**Handling and Managing:**

- The Employee Relations
- Recruitments process
- Training,
- Performance Management,
- Learning & Development
- Payroll, Salaries & benefits.
- HR budgets, Reports and Analysis
- Employees database and records

- Leading and directing the Human Resource team to deliver a comprehensive HR services
- Supporting the Managing Director in the policy & procedures preparing and implementation.

**National Concrete Company - Payroll Officer & HR Coordinator**

Bahrain - October 2011 To August 2014

**Supporting the HR manager in :**

- Budget planing,
- Recruitment process.
- MIS
- Training and development plan
- Developing the HR practices and procedures .
- Implementing new software for the company

**Managing and handling:**

- Payroll
- Reports
- Contracts, letters, and forms
- Monitoring and training the department team

**Supporting The HR team in:**

- Employees relations
- Administration
- Invoices clearances

**Havelock AHI - HR Officer**

Bahrain - October 2007– May 2011

**Handling and maintaining:**

- Payroll
- Administration / HR Reports.
- Administration / HR Budget
- All the invoices related to Administration, HR and employee fees
- Employees, details, training, files, leaves and vacations
- Immigration, Ministries, Embassies and visas, Staffs/workers transports, drivers, administration expenses.

- Coordinating with The Company Branches in GCC for all Administration/HR related.
- Assisting in events managements

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**Languages**

Arabic & English ..

Learning Russian - Very Beginner Level

## Education

Astrolab	Web Development	Dubai	2018
London Brewery	Swift & IOS Development	Udemy – online	2018
CIPD	Diploma in Human Resources Practice (QCF),	UK	2014
Victory Training Institute	CIPD Lvl 3 – Foundation, A Diploma in HR and L&D	Bahrain	2014
Horizons HRD	Personal & Professional Development Skills Throw NLP	Bahrain	2011
Bisan Institute of Hospitality Management	Certificate of Achievement in Hospitality & Retail Course	Bahrain	2004

## Certificates

Harvest Training Center	The Art and Science of Value Based Decision Making	Bahrain	2014
Harvest Training Center	Coaching for Effective Leadership	Bahrain	2014
Logic Institute	Effective Business Emails	Bahrain	2013

## Additional Experience

GM Assistant	Party Hostel	Georgia	January 18 – April 2018
English Teacher	CPAT Languages School	Egypt	Feb 17 – December 2017
English Teacher	AIESEC – St Petersburg	Russia	March 2016
Life Coach & Consultant	Freelancing	Worldwide	April 2013 – Present
Marshal	Bahrain Motorsports Marshal Club & Motor Federation	Bahrain	2004 – 2010
Secretary	AL Ghadeer Graphics	Bahrain	August 2007 – September 2007
Sales Man	Al Sorrow	Bahrain	2006 – Summer Job
Customer service	Home Center – Marina Mall	Bahrain	2006 – Summer Job

## References

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