

Jaffar Majeed Ebrahim

Phone (Mobile) + 973 33293532 / 39312878

Email: jaffarish@windowslive.com

Address: Flat 11, Building: 641, Road 7511 Janabiyah 575



Objective:

To work in an organization in which I will be able to grow professionally along with the organization.

Core Competencies:

HR and Administration

Legal Support

Employee Relation

Profile:

8 years of experience in manufacturing industry Goal oriented individual with leadership capabilities.

- Organized, highly motivated, and detailed problem solver.
- Able to handle independently HR and Admin Jobs.
- Works with Colleagues as one team.

Professional Experience

HR Supervisor

Awal Gulf Manufacturing Company, Bahrain

21st February 2011 – December 2018

Responsibilities:

- Handling all types of Admin Jobs relating to Labour Camps, providing safety shoes and uniform.
- Coordinate & make Interviews for new Employees and Recruitments (Bahrainis/Expatriates).
- Maintaining records of all types Leaves, absenteeism, and following up with the same.
- Receive all miscellaneous applications from employees and providing the same like Bank Letter, Visa Letter.
- Entering data and generating reports from HRMS.
- Liaising with Employees in the Factory and resolving disputes (investigation if necessary).
- Well Knowledge in payroll (Overtime, leave salary , final settlements)
- Issuing warning letters, dismissal and other penalty.

Educational Qualifications:

- Secondary Commercial School (2001)
- Diploma in Law From University of Bahrain(2006)

Personal Data:

Date of Birth: 15 Feb 1983
Marital Status: Married
Sex: Male
Nationality: Bahraini
CPR No: 830203591