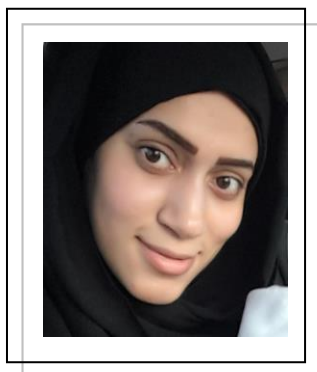


# Curriculum Vita



**Name** : Makarem Mohammed Ammar  
**Nationality** : Bahraini  
**Date of Birth** : 16 October 1986  
**CPR No.** : 861003462  
**Passport No.** : 2240173  
**Material Status** : Married  
**Driving License** : Available  
**Address** : **Bulding:303, Road: 707, Abo Ala'yash 607**  
**Phone No.** : (+973) 39804814  
**E-mail ID** : [Makarem.IT@gmail.com](mailto:Makarem.IT@gmail.com)

## EMPLOYMENT OBJECTIVE

To obtain an appropriate career that will help me to add value to your company and to be a member of your group for the purpose of achieving the company's vision. Also, I am looking for developing my skills and applying my knowledge, experience and effort to support the company.

## ACADIMIC QUALIFICATIONS

2005 -2011 **University of Bahrain** B.Sc. in Business Information System

## PROFESSIONAL QUALIFICATIONS

- **Bahrain Labour Law** in Private Sector
- Tamkeen **Exhibition Management Skills** Workshop
- ILM **Understanding Marketing** for Managers
- **3Ds Max 2012** Certified Associate
- Basic **First Aid**

## AWARDS AND ACHIEVEMENTS

- Certificate of Outstanding Performance – **Arabian International Mechanical Cost. Est.**
- Certificate of Cooperation - **Nuwaidrat Charity Society**

## ACTIVE MEMBER IN

- **Bahrain Society for Developing & Training**
- Volunteer in **Nuwaidrat Charity Society** (*Elections Process, Orphans Activities ... etc.*)

## CONFERENCES & EXPIATIONS ATTENDED

- **Middle East Energy Events (MEPEC)** – Representing the company (Arabian International Mechanical Cont. Est.).
- **The Role of Human Capital Conference** – Attending the conference to support me in my career path.

## WORK EXPERIENCE

Company		Designation	Period
1. Relay Engineering Limited		Administrator (HR)	Feb 2016 – Jan 2017
2. Arabian International Mechanical Cost. Est		HR Assistant	Jan 2013 – Nov 2015
3. Ministry of Labour		Trainee	Aug 2011 – Sep 2011
4. Karzakan Cooperative Society for Saving and Lending		Cashier	July 2009 – Sep 2009

## MAIN RESPONSIBILITIES & DUTIES

- **Recruitment:**
  - ✓ Prepare job description and required documents for the employment interview.
  - ✓ Responsible for hiring process (Advertising, Review CVs, Preparing contract, Registering, Issue employee ID, Medical Report, Induction ... etc.)
- **Training:**
  - ✓ Dealing with Competency & Analysis for all employees to record their current qualification and knowledge
  - ✓ Coordinate with all departments to figure out the required training course for the employees.
  - ✓ Provide and update the Annual Training Schedule
  - ✓ Ensure the execution of the training courses as per training procedures
  - ✓ Evaluates the effectiveness of the respective training programs by obtaining feedback from employees before and after training course.
  - ✓ Record the training courses which are given to the employee.
- **Government and Public Relations:**
  - ✓ Prepare the required documents for applying a new work visa & family visa, renewal RP, transfer RP to new passport, apply for new CPR, and update CPR through **CLEARANCE AGENCY**.
  - ✓ Book and follow up with medical certificate (pre-employment).
  - ✓ Prepare the required documents for applications for termination process such as cancelling GOSI, cancelling RP, allow for mobilization, finalize the settlement ... etc.
  - ✓ Apply for the invitation letter for **Saudi visa** then book and follow up with the employee's appointment with **VFS TASHEEL**.
- **Employees Relations:**
  - ✓ Coordinate company's occasion (e.g. employees' birthday, company annual party, exhibitions etc.)
  - ✓ Evaluate employees' performance through annual appraisal form for the purpose of annual bonus, upgrading work performance, training requirements ... etc.
  - ✓ Responsible for controlling **the leaves** such as annual leave, sick leave ... etc.
- **Other Services**
  - ✓ Maintaining vehicles files such as renewal of vehicle insurance/registration.
  - ✓ Dealing with the employees personal files which are above +400 and maintaining the HR Database and filing system based on **ISO Quality Control System (9001:2008)**.
  - ✓ Preparing and updating the organizational chart and the salary structure of the company.
  - ✓ Maintains management guidelines by preparing, updating and recommending Human Resources policies and procedures.
  - ✓ Responsible for the monthly payroll of the employees.
  - ✓ Responsible for maintaining the passport of expat employees.
  - ✓ Responsible for preparing the corresponding letter, internal memos and employee's handbook.

## ADDITIONAL SKILLS

- **Interpersonal :**
  - ✓ Quick learner and hard worker
  - ✓ Leadership skills and communication skills.
- **Languages :**
  - ✓ Arabic fluently speaking, reading and writing. (Mother Tongue)
  - ✓ English fluently speaking, reading and writing.
- **IT literacy skills:**
  - ✓ Knowledge in Microsoft Windows, MS Office applications

## INTERESTS AND HOBBIES

- ✓ Drawing & Shopping
- ✓ Writing poems in Arabic and English language

"I hereby declare that, all the above details and information correct to the best of my knowledge"

References available upon requested.

LAST UPDATE: FEB 2017