Mobile: (+973) 33039564





# PERSONAL IFO.

Nationality: BAHRAINI Date of Birth: 31-01-1990 Passport No.: 2037739 C.P.R No.: 900113162

Address: Hamad Town, Bahrain Marital Status: Married



### **TARGET JOB**

Target Job Title: HR
Career Level: Management
Target Job Location: Bahrain
Employment Type: Employee
Employment Status: Full time
Target Monthly Salary: +25%
Notice Period: Immediately
Last Monthly Salary: USD 1,800



# **OBJECTIVE**

To obtain a professionally and rewarding career within a company which looks for rapid growth in a genuine Human Resources & Teaching Environment.



# **AREA OF EXPERITISE**

HR Administration,
Recruitment, Policy &
Procedure, Contracts
Development, Labour Law
legalization, LMRA & GOSI,
Immigration & Visit Visa,
Training & Development



# **FUTURE PLANS**

Short Period Plans: HR Professional Courses. Long Period Plans: Degree in HR Management.



# **SKILLS**

IT Skills - MS Office, Graphic Designing (Adobe Photoshop)



# **HOBBIES**

Reading Books, Use Computer and Internet, Swimming, Playing football, Traveling.



Less can't and more can, I can do more a lot.

# **MOHAMED OMRAN**

**Target Job Title: Human Resources** 

Mobile Phone: (+973) 33039564
Business E-mail: m7md3mran90@gmail.com
Current Position: Human Resources Officer



# PROFESSIONAL EXPERIENCE (TOTAL YEARS EXPERIENCE = +4 Years)





Customer Service 2009

# **RESPONSIBILITIES & ROLES:**

- Assists in scheduling a variety of meetings and employee events.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
- Conducts, along with other HR Specialists, the certified employee orientation.
- Develops a wide variety of written materials (e.g. letters, forms, procedures).
- Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, and termination)
- Evaluates the effectiveness of training sessions and programs.
- Interprets a variety of written materials (e.g. transcripts, references, employment records, education codes, employment regulations, etc.)
- Monitors a wide variety of personnel policies and programs regarding certified employees (e.g. advertising positions, processing applications, placement, transfer, separation, verifying employment, orientation, contracts).
- Processes, files, and maintains documents, data, and materials.
- Supports the Human Resource Director and department staff for the purpose of assisting in the performance of their work activities.
- Trains other Human Resource Specialists.
- Serves as a liaison to committees and organizations on behalf of the HR Director.

# **EDUCATIONAL QUALIFICATIONS**

#### **University of Pune**

Ness Wadia College of Commerce

Bachelor's degree, Commerce



Location: Pune, India Completion Date: Apr 2014

Grade: First Class



# University of Bahrain

Diploma, Information Systems



Location: Manama, Bahrain Completion Date: Feb 2010

Grade: 3.11 out of 4



# TRAINING AND CERTIFICATIONS

- CIPD Victory Training & Development Institute 2<sup>nd</sup> Mar 2019 12<sup>th</sup> Oct 2019 (still ongoing)
- Bahrain Labor Law Victory Training & Development Institute Aug -2018 (60 Hrs.)
- Certified Professional in HR & Compensation (CPHRC), ID No. 16-040
   At Horizons HRD Institute, April 2016 August 2016 (160 Hrs.)
- Bahrain Labor Law at Seed Training Centre October -2015.
- Other Courses: Fire Marshals, Time Management In Peak Time, Performance
   Management & KPI, Innovation Leadership, Empowerment & Training to Create
   Future Business Opportunities, Business Environment, [BFA] Basic First Aid AHA.

If you have **any further** questions, please **don't hesitate to contact me**. Please feel free to **call me** on (**mobile**) or **contact** by (email), if you require **any further information**.