

Ali E. Muhanna

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Languages: English, Arabic



Career Objective

Human resources & Administration professional with around 5+ years of progressive experience in Financial & Business sectors. My experience counts in exceeding expectation whilst keeping focus on ensuring employees satisfaction of services provided.

I am looking for a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Areas of Expertise

• HUMAN RESOURCES • ADMINISTRATION • MANAGEMENT

Employee Relations	Training and Development	Recruitment and Staffing
Employee Engagement	Organizational Design	Employee Satisfaction
Labor Laws & Legal Compliance	Time Management	Effective Listening

Career Experience

HR & Admin Assistant Manager (Bahrain)

June 2016 – Present

AlYousuf Exchange & Money Transfer

Achievements

- Scheduled Training Plan for the employees and management.
- Establishing and working on a new HR System.
- Employees engagement and internal Communication.
- New employees onboarding and recruitment system.
- Workforce Development and Learning.
- Developed Strategic HR & decisions and plans
- Collaborated with IT Department to develop data management tools.

Key Responsibilities

- Participating in recruitment efforts and staffing services.
- Preparing new employee files and documents.
- Schedule interviews for candidates.
- Processing payroll, which includes ensuring vacation and sick leaves are tracked in the system.
- Maintaining current HR files and databases.
- Maintains employee information by entering and updating employment and status change data.
- Maintain quality service by following organization standards.
- Answering employee questions, creating and distributing documents.
- Setting appointments and arrange meetings.
- Processing incoming mails and requests from departments and employees.
- Assisting with the recruitment process.
- Posting job ads and organizing resumes and job applications.
- Scheduling and setting dates for interviews.
- Provide orientations for new employees by sharing our packages and explaining company policies.
- Termination paperwork and assisting with exit interviews.
- Maintain the HR Database and generates scheduled or requested reports to assist management.
- Lmra registration, cancelation and update.
- Commercial Registration renewal, add a branch, delete a Branch, change company address or commercial name and apply for new registration.
- Coordinate with finance for obtaining and approving quotations received by vendors and suppliers to ensure timely payment of invoices.

Headstart Consultancy**Achievements**

- Complete the consultancy period with two companies.
- Prepare all the required documents from scratch (KPI's, JD's and procedure)

Key Responsibilities

- Recruitment and staffing services.
- Day to day operations of the HR duties.
- Prepare KPI for the management to evaluate or indicate their employee performance.
- Prepare Job description for each employee.
- Process documentation and prepare reports relating to activities (Staffing, Recruitment, training etc.)
- Assist in payroll preparation.
- Keep employees records up to date by processing employee status changes in a timely manner.
- Coordinates executive travel plans and other arrangements as needed.

Ground Operation Agent (Bahrain)**Feb 2010 – DEC 2010****Bahrain Air****Achievements**

- Managed all the flights with no delay's or technical issues.
- Managed a big number of passengers and come up with a good solution to provide us from any future issues.

Key Responsibilities

- Providing boarding passes and luggage labels.
- Ensure that the passengers and their luggage safely board at the aircraft.
- Track of the number of the passengers, luggage and amount of fuel.
- Ensure that all cargo or luggage is properly and securely strapped into compartments.
- Works closely to the airport station agent or manager.
- Taking care of people with special needs, and unaccompanied children's.

Education

BACHELOR OF International Business Studies
AMA, Bahrain**2010 - 2015****Commerce Major**
Al-Ta'awon Secondary School, Bahrain**2005 - 2008**

Personal Information

- Date of Birth: 27-OCT-1990
- Mobility: Valid Bahrain Driving License
- Nationality: Bahraini

References Available on request