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H 2000 R 2829 B 228, Muharraq,
Bahrain

SKILLS

Computer Literacy

HR Management

Leadership

Administration

Teamwork

Marketing

LANGUAGES

English



Arabic



Talal Thani

7+ years of professional experience. with valuable knowledge in administration,hr,marketing, Customer service. A very personable individual who is looking for a challenging role for further career progression.

WORK EXPERIENCE

Back up Hr & Admin officer Family Bank

01/2018 – Present

Tasks

- Monitor & Maintain Training Plan.
- Prepare, Finalize Annual Training Plan.
- Monitor overall Attendance / Leave.
- Dealing with Lmra,Gosi,immigration & all government procedures.
- Administering health and welfare plans, including enrollments, changes, and terminations.
- Assisting with the recruitment and interview processes.
- Facilitating human resources processes.
- Assisting with the performance review and termination processes.
- Prepare and estimate annual budget (Manpower Planning).

Administrative Assistant Family Bank

05/2015 – Present

Tasks

- Organize and prioritize large volume of information and calls.
- Obtain, Compare and Finalize all proposals, renewals, quotations for Bank's contracts.
- Prepare Correspondence and corporate communication reports.
- Schedules and organizes complex activities such as meetings, travel, conferences.
- Update latest Bank and Islamic Finance Industry activities.
- Prepare press release for the bank activities.
- Conduct Fire & Safety Awareness Training.

Customer Care Representative Silah Gulf

12/2011 – 05/2015

Tasks

- Deals with customer via telephone by handling incoming telephone calls.
- Build customers loyalty by follow up of customer calls.
- Maintains a high level of service with customers and meets performance targets.
- Evaluate problems of the customers and provide logical lasting solutions.

TRAINING EXPERIENCE

Influencing Behavior (04/2017 – 04/2017)

Effective Business Correspondence (08/2016 – 08/2016)

Business report writing (02/2016 – 02/2016)

EDUCATION

B.Sc. Business Management Applied science university

01/2012 – 12/2016