Shama Mohammed

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OBJECTIVE

I'm seeking a challenging position with a result oriented company that entails a professional, career conscious person, where excellent communication skills is acquired, and a pleasant personality will be employed towards continued growth and advancement.

PERSONAL PROFILE

I'm an Experienced Senior Human Resources Officer with a demonstrated history of working in the construction industry. Expert in Microsoft Excel, Communication, Accounting, and Team Building. Strong human resources professional with a Bachelor's degree Major in Accounting and Minor in Marketing from University of Bahrain. I'm a highly disciplined, efficient and responsible individual. Smart and well presented with a pleasant and cheerful disposition and excellent communication skills. I'm a well-organized and capable of working independently to obtain a challenging opening that would earn advancement for both personal and professional growth.

JOB EXPERIENCE

APEX Steel Construction W.L.L

Dec 2018 - PRESENT.

Position: - HR Senior Officer

Responsibilities:-

- > Supporting the development and implementation of HR policies and procedures;
- ➤ In-depth understanding and experience with ISO 9001:2015 & ISO 14001:2015.
- ➤ Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process;
- Administer payroll and maintain updated personnel records.
- > Recommend, administer and implement the annual salary review process;
- > Co-ordinate all matters of employee work permits and visas.
- ➤ Co-ordinate and implement the Performance appraisal process by supporting managers and employees;
- > Oversee and help deliver orientation programs for new employees;
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.
- ➤ Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).

♣ ARABTEC Constructions L.L.C

May 2018 – Dec 2018.

(BAHRAIN INTERNATIONAL AIRPORT MODERNISATION PROJECT)

Position: - Receptionist cum HR Assistant.

Responsibilities:

- > Assisting with day to day operations of the HR functions and duties
- > Providing administrative support to Human Resources executives.
- > Compiling and updating employee records (hard and soft copies)
- > Complete termination paperwork and exit interviews.
- > Provide orientations for new employees by sharing onboarding packages and explaining company policies.

🖶 Asghar Ali Co. W.L.L

Position: - Sales Associate

Sept 2016 – June 2018.

Position:-Trainee

March 2018 - May 2018.

Responsibilities as a Sales Associate:

- > Facilitating customers with care & fulfills their requirements.
- > Excellent communication skills with customers.
- > Preparation of daily sales report (DSR) at the end of close of business each day.
- > Attend to customer calls & answering their queries.

Responsibilities as a Trainee:

- > Internal Auditor (Audited Shops, Warehouse, IT equipment).
- Intern Trainer in HR Department (Training to the Sales staff).
- Visual Merchandising assistant.

ACADEMIC QUALIFICATION

2013 - 2018	BSC. in Accounting, University of Bahrain, Kingdom of Bahrain
2011 - 2012	Secondary Education Certificate in Commerce, Pakistan Urdu School, Bahrain
2012 - 2013	Higher Secondary School Certificate, Pakistan Urdu School, Bahrain

TECHNICAL SKILLS

Office Packages : Microsoft Office.
Graphics Tools & Programs: Adobe Photoshop.

Operating Systems : Windows.

❖ Internet : Browsing, Searching, Emailing etc.

QUALIFYING ABILITIES

- **Punctual:** While performing duties, on appointment and time management.
- * Responsible: Performing duties with utmost care and remaining accountable for the same.
- * Resourceful: Problem solving, innovation, following instruction with accuracy and creative.
- * Adjustable: Flexible, Adjustable to new environment
- ❖ Languages: English (Fluent), Urdu (Fluent), Arabic (Reasonable command).

REFERENCES

References would be furnished upon request.