

SIMAN RACHID HOUSSEIN
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OBJECTIVE: ACCOMPLISHED HUMAN RESOURCES AND ADMINISTRATION CURRENTLY LOOKING FOR A NEW DIRECTION AND CHALLENGE, SEEKING TO CONTINUE MY PROFESSIONAL BACKGROUND, EXCITED ABOUT CHALLENGES ,POSSIBILITIES AND CONTRIBUTIONS TO A NEW ORGANIZATION.

AREA OF INTEREST :

Human Resource and Administration

PROFESSIONAL EXPERIENCE :

China Merchants Holdings FZ: Assistant HR &Admin October 2019/present

Human Resource:

- Ensuring that all HR staff handle employee personal data in a professional and confidential manner
- Being the first point of contact for all general HR enquiries
- Processing payroll information's &all employments documentations
- Handling employee dismissal and redundancies
- Writing up the terms and conditions of employments
- Notifying employees of any changes in their terms of employments
- Ensuring that appropriate HR Policies and procedures are in place
- Keeping up to date and informed of current HR new policies and regulations
- The monthly payment of ITS ,CNSS and WAQFS

Administration:

- Answered daily incoming customer service calls explaining and/or updating auto insurance policy billing, addition/deletion of vehicles along with coverage options
- Provided administrative support to HR Director and sales staff
- Plan, coordinate, and finalize details for travel arrangement and business development events

- Carrying out routine administrative and clerical duties
- Checking out the immigration and visa status of expat staff

EDUCATION AND QUALIFICATION

Year 2019: Master Degree in International Business

Year 2017: Degree in Business Administration

Year 20014: Diploma BAC specialty Science

Languages and Computer skills

- Microsoft Office (Word, Excel, Access, PowerPoint & outlook).
- French , English ,Somali and Arabic