

# Shakeel Mohammed Viam

Kuwait

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## Career Objective

Results-driven professional with over 15 years of experience in office management, operations, and recruitment. Seeking an Administration Specialist role where I can utilize my skills in HR management, office administration, and team coordination to contribute effectively to the company's success.

## Professional Experience

### Blue Sea Recruitment Consultant

*Managing Partner | 01/01/2022 - Present*

- Negotiating contract terms with clients to recruit candidates on their behalf (including clients like Al Salam Hospital, International Hospital, Kuwait Flour Mills Company).
- Screening suitable candidates and shortlisting them for client interviews.
- Preparing offer letters as per clients' requirements.

### Radium Systems and Solutions

*Managing Partner | 01/09/2017 - 25/03/2020*

- Negotiated contract terms for software development projects.
- Acted as a liaison between clients and the development team, ensuring smooth communication regarding project requirements and client vision.
- Recruited candidates for various development projects.

### VLinkU Consultants

*Operations Director | 01/09/2014 - 01/06/2017*

- Negotiated contracts with clients such as Ooredoo, Al Yousufi Best, ENAM Real Estate, and Hamad Al Wazzan Group.
- Managed outsourced operations, including recruitment, onboarding, training, and deployment of candidates.
- Conducted the entire recruitment process for various projects.

### **Al Mudeer Al Handasia**

*Office Manager | 01/06/2009 - 31/12/2013*

- Oversaw the staff recruitment process.
- Managed vendor relations and negotiated contracts for procurement of materials.
- Ensured seamless functioning of various departments.

### **Zain Telecom**

*Customer Care Executive | 07/12/2007 - 31/03/2009*

- Handled and resolved customer complaints.
- Provided troubleshooting support and solutions to customer issues.

### **Al Shuaib International Financial Brokerage**

*Office Incharge (Salmiya Branch) | 01/06/2004 - 30/11/2007*

- Interviewed new staff and prepared their offers.
- Trained new recruits and managed day-to-day branch operations.

### **Education**

Bachelor of Arts

*Mumbai University, 2000*

### **Skills**

- Strong knowledge of HR policies and procedures.
- Excellent organizational and problem-solving skills.

- Experience in managing teams of up to 50 people.
- Proficiency in Microsoft Office, ERPs, and general office software.
- Strong negotiation skills and experience in contract management.
- Ability to train and onboard new staff effectively.
- Thorough understanding of Kuwait Labor Law and experience representing clients in Shou'on and labor court.
- Holds a valid Kuwait Residency.
- Holds a valid Kuwait Driver's License.

## **Technical Skills**

- Proficient in MS Office Suite.
- ERP systems management.
- Basic software development knowledge.

## **Key Competencies**

- Office Coordination and Administration
- Employee Onboarding and Training
- Vendor and Contract Management
- Records and File Management
- Compliance with Labor Law
- Team Leadership and Supervision

## **Languages**

- English (Fluent)
- Arabic (Intermediate)