

SAYED REDHA ALAWI, CPHRC

PROFESSIONAL IN HUMAN RESOURCES



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Nationality : Bahraini
Date of Birth : 20th February 1985
Marital Status : Married

A Human Resources professional with more than 12 years of experience in HR with High level of understanding in HR functions with focus on Human Resources Development and Compensation Management. Highly motivated to achieve tasks and responsibilities, has an eye on quality and has full understanding on HR Policies and Procedures.

Considered to be intelligent and skilled while always looking for improvements and career development opportunities. Driven by gaining experience and knowledge by every passing day.

HR Skills

- ✓ HR Planning
- ✓ Recruitment and Selection
- ✓ Performance Management and Appraisal
- ✓ Training and Development
- ✓ Company Policies & Procedures
- ✓ Employees Relations
- ✓ Bahrain Labor Law
- ✓ LMRA rules and procedures

Employment History

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HR Officer

Jul-2007 to until-date

Duties and Responsibilities includes but not limited:

- ✓ Handling End to end the **Recruitment** process of the entire company.
- ✓ Coordinating with PRO regarding all the governments relations such as LMRA, CPR, Immigration, etc.
- ✓ Directly contact with manpower consultants/recruitment agents India & Nepal.
- ✓ Responsible in Issuing the **offer letters** and employment contracts.
- ✓ Coordinate with operation team regarding the deployment period & deploying them on time.
- ✓ Handling the **Vacational Leave** requests and the responsible for the issuing of plane tickets for all staff in coordination with the company travel agencies.
- ✓ Maintaining **Personnel Files** records.
- ✓ Ensure all Employees' scanned documents are updated and saved on HR Server and HR Capital System.
- ✓ Arrange airport pickup & Accommodation with material, coordinate with account department for their salary advance.
- ✓ Conducting **HR Induction** for new employees.
- ✓ Prepare sick leave calculation.
- ✓ Preparing in Arabic and English all standard letters, non-standard letters and memos.
- ✓ Maintain and update **Company policies** and regulations in line with the Company's directions and objectives.
- ✓ Maintain and update **HR Procedure**.
- ✓ Conducting **Exit interview** for the employees leaving the company.
- ✓ Responsible for preparation of **Final Settlement**, coordinate with account department get final settlements on time to the employees.
- ✓ Preparing the monthly and annual **HR Reports** such as Starters & Leavers, Sick leaves, Unauthorized absences, Training.
- ✓ Following-up and tracking the **Bahrainization** percentage and arrange to renew the Bahrainization certificate from ministry of labor.
- ✓ Handling End to end the **Training** process of the entire company.
- ✓ **Key contact** with Ministry of labor and **Tamkeen** for all matters.
- ✓ Arranging SIO and LMRA monthly payments.
- ✓ Applying online visa applications (Work Visa, Dependent Visa, Business Visa and Visit Visa).
- ✓ Responsible for **Corrective Actions and Disciplinary**.

ALMEETHAQ NEWSPAPER

Typist

Oct-2005 to May-2007

EDUCATION & CERTIFICATION

Education

- Bachelor's Degree in **Business Administration** specialized in HRM, Delmon University for Science and Technology, Kingdom of Bahrain – 2012
- **Secondary School Certificate** from Isa Town boy's secondary school -2004.

Professional Certificates

- Currently studying Diploma in Human Resources Practice (CIPD Level 3), CIPD UK
- Certified Professional Human Resources & Compensation from Institute for Human Resource Management Education (IHRME), USA – 2012.
- Management Certification from American Society of Management Consulting (ASMC), USA – 2011.
- ICDL (Word, Excel, PowerPoint, Outlook) - 2006

Other Certificates

- Performance Management from Oasis Training Center - 2019.
- General Health & Safety from STC – 2010.
- Effective Supervisory Skills from AIT Centre – 2009

Skills & Hobbies

Skills

- MS Office 2016 (Excel, Outlook, PowerPoint, Word).
- Skill in both oral and written communication in English.
- Interpersonal skills.
- Fast learner.
- Teamwork skills.
- Problem analysis and resolution skills.
- Able to work under pressure and efficiently.
- Good knowledge in Bahrain labor law.

Interests & Hobbies

- Parrots Breeding
- Reading
- Surfing Internet