

Zainab Jassim Khamis

Date of Birth: 22nd March 1987 | **Nationality:** Bahraini | **Matital Status:** Married

Mobile No.: +(973) 66344233 | **E-mail.:** Zainab.jkhamis@gmail.com

Summary

Demonstrated achiever with 12 years' experience in Business Practices, Banking, Real Estate Markets, Human Resources and Administration. I have started my professional journey in the banking industry, where my career began at HSBC, our team was the first team established that was responsible for "Amanah Loans", Islamic Loan division that was just introduced in the market back in 2008.

During my time with Meritas Holdings, I was fortunate to be selected as a member on the Board of Directors of 12 companies, which enabled me to develop my knowledge and practical experience in various business skills.

During my experience at National Bank of Pakistan (NBP) as HR and Administration officer, where I was successful in developing and implementing a new workflow process and a database system that manages the entire NBP administration expenses. Moreover, I was responsible for VAT implementation within the bank in 2019, and many other tasks related to HR and Administration.

I am looking for a position opportunity that would advance my career, knowledge, and professional development in the field of Business, HR and Administration

Key Skills

- **Business and Project Management**
 - Strategic Planning
 - Report Writing
 - Contracts and MOU Formulation
 - Problem Solving and Decision Making
 - QMS & Process Mapping
 - Planning, Execution, Monitoring and Evaluation of Projects
 - Marketing Communication Strategies
 - Client Relationship Management
 - Social Media Management
- **Accounting**
 - Budgeting
 - Payments Processing
 - Risk Assessment, Analysis and Management
 - Data Analysis
 - VAT implementation and submission
- **Administration**
 - Planning and Organization
 - Time and Office Management
- **Human Resources**
 - Recruitment and Hiring
 - Training & Development Plans
 - Performance Management and Evaluation
 - Compensations and Benefits
 - Team Motivation and Events Planning
 - Culture Development
 - Employer Branding
- **Information Technology**
 - Networking
 - Operational Computer-Based Skills: MS Office
 - Technical Computer-Based Skills: Microsoft office programs (Word, Excel, Power point, Access).
- **Inventory Management**
 - Suppliers/Precurement Management
 - Negotiations

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Professional Experience

July 2017- July 2020

National Bank of Pakistan, Wholesale Bank (Branch)

Manama, Kingdom of Bahrain

HR & Administration Officer

- Manages all human resources related activities including recruitment, compensation, career development, performance measurement, training and personnel affairs.
- Directs and oversees all administration related activities including security, preventative and corrective maintenance, office supplies.
- Conducts performance evaluation training and monitors department's performance in conducting the performance evaluation.
- Manages the human resources planning process to determine the Company's long-term staffing needs through discussing the personnel needs with department managers and prepares personnel forecasts to plan employment needs.
- Manages the human resources budget preparation for the Company, and reviews human resources plans.
- Manages the human resources department to work with outside employment agencies to fill vacant positions.
- Monitors the compensation and benefits data of the Company to determine the competitiveness of the compensation plan.
- Preparing and approving monthly payroll and other compensations
- Maintenance of staff personnel files, renewals of permits and staff employment contracts and safe keeping (hard and digital copies)
- Participates in interviews, selections and recruitments of employees to fill vacant positions at the Company corporate office.
- Manages the new employee orientation to foster positive attitudes towards strategic goals.
- Ensures that the Company's overall human resources policies, rules, regulations and procedures comply with Bahrain Labor Law and according to NBP Head Office, Pakistan policies.
- Manages and develops individual human resources staff to help them achieve full potential and deliver consistently high performance standards.
- Submission of regulator's (CBB) reports and Head Office, Pakistan.
- Processing administration and Bank's expenses while ensuring the completeness of assignments and compliance of budgets as well as prevention of budget overruns
- Detection and evaluation of risks as well as opportunities regarding respective VAT issues
- Provision of advice on value added tax to the organization as well as ensuring the organization to be up-to-date on changes in tax legislations
- Submission of VAT returns to National Bureau for Revenue (NBR – Bahrain)

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September 2009-
June 2017

Meritas Holdings & Group of companies

Amwaj Islands, Kingdom of Bahrain

Executive Assistant to Vice Chairman/ Board Secretary Member

- Created the group company's profiles
- Web development of Meritas.bh
- Manage the Vice Chairman, diary, coordinate and schedule appointments, as needed ensuring all parties are kept abreast of any meeting changes and writing MOM.
- Proactively establish and maintain highly organized filing system, correspondence and other records.
- Negotiating contracts with poetical clients other projects matters.
- Maintain confidentiality of all official matters and documents related to the job.
- Maintaining communication with investors to ensure effective follow up on investment opportunities.
- Establish an updated database for investors/clients.
- Attend to the Vice Chairman's emails, distribute professional correspondence and memoranda as assigned and or respond when deemed necessary.
- Organize and prepare all the necessary travel arrangements of the Vice Chairman's office such as visas, flight bookings and hotel accommodation.
- Prepare and type all documents, correspondence letters.
- Incharge of managing HR and staff related issues/renewals/requests.
- Attending Board Meetings for of the Group (12 Companies) as a board member.
- In charge of all administration tasks and taking appropriate decisions while the manager away.
- Coordinate facility needs for all meetings.
- Attending legal matters with company legal representative and analyzing cases and preparing documents and present facts if needed.
- Ensure that full record of company MoA and Articles, CR, authorization are kept safe and accessible
- Follow up with governmental bodies for amendments, renewal of licenses or registration processes
- Ensure that all fees and governmental levies are paid fully
- Report and infringement to MD/Board with any regards

Meritas Holdings & Group of companies

Amwaj Islands, Kingdom of Bahrain

Marketing Assistant

- Liaising and networking with a range of customers, colleagues, suppliers and partner organizations; Communicating with target audiences and managing customer relationships

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- Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the organization and the campaign
- Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and DVDs
- Liaising with designers and printers
- Organizing photo shoots
- Arranging for the effective distribution of marketing materials; Maintaining and updating customer databases
- Organizing and attending events such as conferences, seminars, receptions and exhibitions such as Amwaj Marina Market, Bahrain Boat Show International.
- Sourcing and securing sponsorship
- Conducting market research such as customer questionnaires and focus groups
- Contributing to, and developing, marketing plans and strategies
- Managing budgets
- Monitoring competitor activity

March 2008-
September 2009

HSBC Bank Middle East limited

Seef Area, Kingdom of Bahrain

Admin Analyst and Recovery Analyst | Credit Management Unit

- Handling Recovery Daily MIS, reports and adjusting accounts.
- Editing and resolving late accounts by restructuring payments. Communicating with customers regards of late payments and issuing legal reminders
- Handle all legal cases and letters with the official representative lawyer.

HSBC Bank Middle East limited

Seef Area, Kingdom of Bahrain

PFS CDA Analyst | Credit Administration Department (Loans)

- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money.
- Prepare reports that include the degree of risk involved in extending credit or lending money.
- Evaluate customer records and recommend payment plans based on earnings, savings data and payment history.
- Generate financial ratios, using computer programs, to evaluate customers' financial status.
- Approving Loans
- Started Launching Amanah Loan facilities (Islamic Loan).

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Academic and Professional Education

2016	Bachelor in Management Information System <i>Al Ahlia University, Manama, Kingdom of Bahrain</i>
2008	Associate Diploma in Software Development and Databases <i>University Of Bahrain , Isa Town, Kingdom of Bahrain</i> <i>G.P.A 3.17</i>
December, 2019	Principles of Value Added Tax (VAT) - GCC <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
December, 2018	Advanced Financial Modeling with Excel <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
June, 2018	Elements of Banking <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
May, 2018	Automate Your Office Work Using MS Access <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
November, 2017	Internal Audit <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
November, 2017	Financial Modeling with Excel - Introduction <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
September, 2017	Anti Money Laundering Awareness Program <i>Bahrain Institute of Banking & Finance (BIBF), Juffair, Kingdom of Bahrain</i>
2007	Microsoft Certificate for Share point 2003-Boot Camp <i>Bahrain Institute of Technology, Manama, Kingdom of Bahrain</i>

Hobbies

- Reading Books, articles and novels
- Yoga and Exercise
- Baking
- Playing Violin

References

Available Upon request