

Curriculum vitae

PERSONAL INFORMATION

Name: Amna Karim Nesaif

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WORK EXPERIENCE

Talabat Services S.P.C, BH

Nov 2020 - Present

- Associate People Operations

Responsibilities:

- Employee experience, onboarding new joiners and offboarding leavers and managing the Org. Chart.
- Issuing the monthly newsletter.
- Monthly Townhalls.
- Procurement, monthly budgeting plan for office supplies, engagement activities and purchases.
- Recruitment support locally and regionally (Interviews, selection, and hiring).
- Perform administrative work, HR Portals (Workday, My Academy)
- Learning and development assistance - Internal educational platforms & external institutes.
- Leading Tamkeen project.
- Payroll reports monthly along with the OT.
- Issuing contracts, offers and all HR letters.

DHL Global Forwarding, BH

July 2018 – Oct 2020

- HR Admin

HR Responsibilities:

- Annual budgeting structures and plans.
- Manage the Health and Wellbeing Initiatives, Town hall, Birthdays, sport initiatives.
- Meeting clients for HR Engagement activities, Training venues, Customer events.
- Attendance reporting on monthly basis.
- Filing employee documents Online & Offline.
- Assisting in HR Information System (OASYS/HRIS/MyTalentWorld).
- Recruitment process – Avature (Posts, CV filtering , interviews, contracts, welcoming new joiners, Insurance & terminations).
- Short induction and onboarding new Joiner/Employee.
- Attaining HR needs, statements & letters (invitation letter, confirmation of employment)
- Launching & implementing policies and guidelines for a better work environment.
- Visa (permanent, visit, business) and LMRA process.
- Making office supplies arrangements and arranging necessary repairs.
- LPO's and reports to the Finance team.
- Co-Plan and co-execute in-house or off-site activities like parties, Celebrations, and conference & Engagement activities.

Admin Responsibilities

- Maintains security by following procedures (Logbook, Issuing visitor badges).
- Maintains telecommunication system by following manufacturer instructions for house phone & console operation.
- Administration support, employee flight tickets, international visitor hotel bookings.

Internship - Huawei Company, Administration Department Mar – Apr 2018

- Recording data in Excel sheet.
- Updating the latest visa status and report to the Head of Admin.

Retail sales executive - Chalhoub

Nov 2017 – Feb 2018

- Welcoming the customers and approaching the help.
- Building a friendly customer relation and gain their trust.
- Reaching the monthly target. • Daily financial report to the Area manager.

Internship - HR department With (BMMI)

Jan 2015 – Feb 2015

- Finalizing CV's and choosing the matching CV to the available job opportunity.
- Attend job interview with the HR Manager.

Internship - HR Department (Tian Nguen Sdn Bhd)

Dec 2016 – March 2017

- Assist employees with their needs.
- Filing new employee documents.
- Recording the overtime to employees

SKILLS

- | | | |
|--|--|--|
| <input type="checkbox"/> Verbal Communication | <input type="checkbox"/> Time Management | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Listening Skills | <input type="checkbox"/> Work under pressure | <input type="checkbox"/> HRIS |
| <input type="checkbox"/> Professionalism & Confidentiality | <input type="checkbox"/> Microsoft office | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Decision Making |

EDUCATION

- | | |
|--|--|
| • Bachelor's Degree in Human Resources Management
Limkokwing University of Creative Technology | 2014 – July 2017 -
(Malaysia & UK) |
| • Foundation in Business
- Limkokwing University of Creative Technology | 2013 – 2014
(Malaysia) |
| <input type="checkbox"/> Two semesters in Financial Engineering
- Multimedia University | 2012 – 2013
(Malaysia) |
| <input type="checkbox"/> Omaima Bint Al Numan Secondary school
- High School Diploma. | 2009 – 2012
(Bahrain) |

QUALIFICATIONS

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|--|-----------------|
| • Extra Mile Achiever 2019 | Jan 2020 |
| • Bright beginner – DGF MEA | Oct 2019 |
| • Certified International Forwarder - DGF | Jun 2019 |
| • Highfield Level 1 International award in Fire Safety | Mar 2019 |
| • Basic Plus (CPR, First Aid & AED) | Feb 2019 |

- Employee of the month
- Award of University colours for outstanding achievement.
- London Global Class Room.
- Injaz Bahrain Company Program.

Oct 2018
Jul 2017
Apr 2017
Jan 2012

LANGUAGES

- Arabic (Native language)
- English (Excellent)
- Malay (Beginner) **INTERESTS**

□ Sport □ • Reading
 Travellin • Cooking

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REFERENCES

□ Will be made available upon request.