

Misha M. Abdullah

CONTACTS



AL KHOBAR, SAUDI ARABIA



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PROFESSIONAL SUMMARY

A highly motivated, hard-working and confident individual seeking to work with a reputed organisation in a positive, challenging and progressive work environment.

CAPABILITIES/SKILLS

PERSONAL SKILLS: Organised, efficient communicator, proficient time management, fast learner, team player.

COMPUTER SKILLS: Microsoft Office, Photoshop/ Adobe Acrobat, Internet research.

MEMBERSHIPS: Was an active member of the Saudi Cancer Foundation. Took part in events for cancer patients.

WORK EXPERIENCE

AUGUST 2015 — OCTOBER 2019

Class 1 teacher, Bayview Academy (August 2017 – October 2019), PAKISTAN.

Class 4 teacher, Bayview Academy (August 2016 – May 2017), PAKISTAN.

Class 3 teacher, Bayview Academy (August 2015 – May 2016), PAKISTAN.

- Teaching all subjects to the class with a co-teacher.
- Active participant of all activities and events that took place in the school, including writing and directing school plays, collaboration with students in the science fairs and preparing for the yearly elocution among other happenings.
- Perform other duties as assigned by the Principal.

SEPTEMBER 2014 — FEBRUARY 2015

English Language and English Literature teacher of Grade 8, Bayview High School O Level Campus, PAKISTAN.

- Teaching English Language and English Literature to 3 sections of 8th grade and class teacher for one section of the 8th grade.
- Maintain a studious, safe and student-productive work environment for all students.
- Active participant of all activities and events that take place in the school.
- Perform other duties as assigned by the Principal.

FEBRUARY 2013 — DECEMBER 2013

Study Hall Monitor/aide, (Internationally Accredited) ISG Dhahran International School, AL KHOBAR, SAUDI ARABIA.

- Actively supervise the students assigned to Study Hall.
- Maintain a studious, safe and student-productive work environment for all students.
- Teaching and supporting students learning needs as best as possible, subjects include English, Business subjects, History, Psychology and Information Technology.
- Maintain records of student attendance within the assigned study hall class period.
- Maintaining and updating records of attendance for entire High school using SKYWARD system on a daily basis.
- Manage and monitor inventories of study hall.

- Perform other duties as assigned by the Principal and/or Assistant Principal; Cool gang, after school testing.

DECEMBER 2009 —FEBRUARY 2013

- **Substitute Teacher/ Proctor for SAT and ACTS, (Internationally Accredited) ISG Dhahran International School, AL KHOBAR, SAUDI ARABIA.**
- **Part-time ELS Trainer/ Instructor, New Horizon, Al Khaleej Training Institute, AL KHOBAR, SAUDI ARABIA.**

JANUARY 2008 — MARCH 2010

HR Recruitment Coordinator /Developer, Rawabi Group of Companies, AL KHOBAR, SAUDI ARABIA.

- Prepared and carried out various Human Resource activities, Duties include:
- Working very closely with the Group HR Manager and contributing to the regular recruitment activities.
- Searching for potential candidates from all recruitment sources, as per the requirement of Managers.
- Filtering, screening, and short listing the CV's and applications and sending the CV's to the Manager for review.
- Extensively coordinating with all the recruitment agencies that the company deals with, for recruitment of employees in India, Philippines, Dubai, USA and in Saudi Arabia.
- Dealing with Headhunting agencies locally and internationally.
- Conducting initial interviews with the candidates
- Making summaries of CV's received for Executive positions or special recruitment requirements
- Preparing Job descriptions for various positions
- Helping to arrange interview schedules on selected job applicants.
- Arranging for job advertisements in the newspapers and, websites etc.
- Helping with the implementation of services, policies, and programs through HR staff; reporting to the HR Manager with HR issues.
- Handling the research and studies for prospective HR proposals and preparing reports.

- Consolidating the weekly reports of the department for the preparation of the monthly report of all the HR activities taking place with the group of companies for each month.
- Maintaining an accurate filing system for all documentations ensuring confidentiality and accuracy.
- Contributing to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

DECEMBER 2006— JANUARY 2008

Personal Assistant/ Office Manager to the PRESIDENT and GROUP EVP, Rawabi Holding Group of Companies, AL KHOBAR, SAUDI ARABIA.

- Provide principal secretarial, administrative, and organizational support to the President and Executive Vice President, where knowledge of the Company and its related processes, procedures, policies, goals and confidentiality is required.
- Maintaining the orderly flow of every day work.
- Maintaining calendars; schedules and coordinating appointments, meetings, interviews etc.
- Preparing and writing internal memos and letters on behalf of the Company.
- Reviewing incoming and outgoing correspondence.
- Receiving calls and/or greeting visitors, taking and relaying messages to the executive.
- Maintaining and/or creating files or record keeping systems.
- Preparing agendas or programs for meetings and making minutes of meetings.
- Organizing business itineraries, travel arrangements, conferences, meetings and social functions.

MARCH 2006 —DECEMBER 2006

HR Trainer and Developer / HR Assistant, Rawabi Group of Companies, AL KHOBAR, SAUDI ARABIA.

- Evaluation and Classification of CV's of various positions.

- Carrying out and preparing all the necessary employment procedures for new employees and updating them into the company HR system.
- Preparing and sending internal memos, letters and reports on behalf of the HR dept.
- As well as HR forms and recruitment applications.
- Preparing detailed monthly reports of all the HR activities taking place with the group of companies for each month.
- Creating, implementing and organising new benefit programs for employees, as one of the key responsibilities of the HR Department, such as Employee of the Month and Employee Award Programs.
- Contacting and emailing all the recruitment agencies that the company deals with, for recruitment of employees in India, Philippines, Dubai, USA and in Saudi Arabia.

EDUCATION AND TRAINING

AUGUST 2008

Degree in Bachelor of Science (Hons) in Business Administration

Major: Business Management / Marketing.

PRIFYSGOL CYMRU University of Wales, SAUDI ARABIA, UK.

JUNE 2002

High school Diploma (Grade 9 – 12)

Al Hussan International School, Choueifat, AL KHOBAR, SAUDI ARABIA.

JUNE 1998

Year 3 – Year 8

British International School Al Khobar, BISAQ, AL KHOBAR, SAUDI ARABIA.

TRAINING / COURSE CERTIFICATES RECEIVED

JULY 2008

SHRM Essentials of Human Resource Management Certificate Program

Morgan International

JUNE 2008

Microsoft Excel 2007 Level 1

Company In - House Training

MAY 2008

Work Ethics Course

Mawhiba Training Center in Cooperation

Technical and Vocational Training Corporation

INTERESTS

Computers, Arts, Music & Literature, Community Welfare and Social Service.

References and Certificates are available upon request.