

# Ramiza Shaikh

To pursue a challenging work position where I can contribute to the organizational goals and thereby simultaneously acquire technical skills that would contribute constructively to my learning experience.



ramizapj@gmail.com

973-33823854

Busaiteen, Bahrain

## WORK EXPERIENCE

### Human Resource Executive Machinser Star Solutions

10/2021 - Present

Bahrain

#### Achievements/Tasks

- In-depth knowledge of Bahrain labor laws, including LMRA, GOSI, Sijilat, Tamkeen and other relevant regulations, ensuring compliance in all HR functions and processes. Experience with Preparing employment contracts, Applying visas and work permits, and other legal requirements.
- Extensive experience in talent acquisition and recruitment including sourcing, screening, interviewing, negotiating offers, and onboarding new hires.
- Developing and administering compensation and benefits programs for employees. This includes designing salary structures and managing benefits packages.
- Fostered positive relationships between employees and management. Managing employee grievances, addressing conflicts, and maintaining open lines of communication with staff.

### Advisor

#### Invita Company B.S.C

07/2017 - 09/2021

Bahrain

#### Achievements/Tasks

- Understand clients to learn and address their needs, complaints, or other issues with services.
- Respond efficiently and accurately to customers, explaining possible solutions, and ensuring that clients feel supported and valued.
- Take part in training and other learning opportunities to expand knowledge of the company and position.

### Advisor

#### Silah Gulf

09/2016 - 07/2017

Bahrain

#### Achievements/Tasks

- Handling customers professionally and responding to their inquiries and complaints.
- Identifying, escalating priority issues and reporting to the high-level management.
- Completing call notes and reports as necessary and updating them in the CRM.

### Archivist

#### Mazin Computer Center

05/2016 - 09/2016

Bahrain

#### Achievements/Tasks

- Developed a conversion process to shift paper records to digital formats.
- Improved operational efficiency by controlling the number of records created and stored.

## SKILLS

Team Leadership

Time Management

Independent

Quick Learner

Problem Solving

## PERSONAL PROJECTS

### Handling Family Business (06/2018 - Present)

- Handling Finance of the Business
- Dealing with Ministry work
- HR
- Customer Satisfaction

## EDUCATION

### Bachelor of Commerce (BCom)

Mahatma Gandhi University

### ACCA

Bahrain Institute of Banking & Finance

(2 papers completed)

## TECHNICAL SKILLS

MS Office

Filing and Paper Management

Book-Keeping

Organizational Skills

Data Entry

## PROFESSIONAL CERTIFICATES

Certified Woman Crisis Advocate (2022)

Shamsaha

Certified Fitness Instructor Level 2 (2022)

International Fitness Alliance (IFA)

Certified Payroll Specialist (2023)

Middle Earth HR

## INTERESTS

Workouts

Gaming

Blogging

Giving food reviews