



Hani A. Husain Naser

Targeting assignments in
General Administration | Consular & Diplomatic Services
with a leading organization or diplomatic mission

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Key Skills

- Facilities & Site Operations Management
- Government Liaison & Coordination
- HR Operations & Employee Records
- Statutory Compliance & Regulatory Affairs
- Vendor & Contract Management
- Cost Reduction & Budget Control



Soft Skills



Profile Summary

- Results-driven Administration Manager with nearly 20 years of experience in administration, government relations and statutory compliance within Bahrain.
- Skilled in managing LMRA, GOSI, NHRA, Ministry of Labor and e-Government (CIO) affairs, with strengths in contract negotiation, facilities & vendor management, and HR operations.
- Delivered a 50% reduction in departmental costs while maintaining uninterrupted site operations and improving cross-department efficiency.
- Excellent communicator with a proven track record liaising with government bodies and senior leadership.



Education

- Business Administration, Arab Open University Bahrain in 2011
- Secondary School Certificate from ISA Town Boys Secondary School, Bahrain in 1998

Training/Workshop

- Workshops in Professional Office Management Practice and HR in 2009
- Golden Trust Business Consultancy-Bahrain
- Training in Microsoft Office, C, C++, Visual Basic Programming and English Communication from 2003-2006, Bangalore - India



Career Timeline

Ebrahim Khalil Kanoo
Co., Bahrain as
Administrative –Govt.

UNEECO Group,
Bahrain as Group
Administration

M.H. Alshaya
Co., Bahrain as
HR Officer

SEPCOIII Bahrain
Construction W.L.L, as
HR Manager

**Cyprus
Consulate as
Consul Assistant**

2007

2007-2009

2009-2010

2010-2013

2012-2013

2014-2018

2018-2020

2020-
present

American Express Middle
East & North Africa,
Bahrain as Billing Analyst

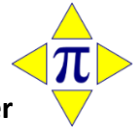
Boston Medical Care
Gulf, Bahrain as Call
Centre Supervisor

UNEECO Group,
Bahrain as
Administration Manager

**Poullaides
Construction W.L.L
Administration**



Work Experience



Since June 2020 **Poullaides Construction Company - PCC** as Administration Manager

- ▶ Directed Administration, HR, and IT departments, streamlining operations and achieving a 50% reduction in departmental expenses through process optimization and cost control initiatives.
- ▶ Led all government liaison activities with LMRA, GOSI, Ministry of Health, Ministry of Labor, and CIO, ensuring 100% compliance while accelerating visa, work permit, and statutory approval processes.
- ▶ Oversaw end-to-end facility and contract management, including rentals, vendor negotiations, and site support, to maintain uninterrupted operations across multiple locations.
- ▶ Enhanced HR efficiency by implementing structured documentation processes for recruitment, contracts, and personnel files, improving accuracy and reducing processing time.



Since June 2020 **Cyprus Consulate Bahrain** as Consul Assistant

- ▶ Managing full consular operations and ensuring uninterrupted delivery of services to visitors and nationals.
- ▶ Arranged and attended ministers' visits.
- ▶ Managed end-to-end consular services including visa processing, document attestation/legalization, and signing official certificates, while maintaining strict confidentiality and compliance with protocol.
- ▶ Served as primary liaison with the Republic of Cyprus Ministry of Foreign Affairs, other Cypriot embassies, and local authorities, coordinating diplomatic communications, protocol matters, and inter-governmental requests.
- ▶ Conducted high-level meetings with visitors and official delegations, prepared and signed formal correspondence and attestations as authorized, and represented the consulate at events.



Oct 2018 – May 2020 with **SEPCOIII Bahrain Construction Company**, as HR Manager

Role:

- ▶ Leading the overall administrative function across the group
- ▶ Managing all government related tasks pertaining to LMRA, GOSI, Ministry of Health, Ministry of Labor, CIO and Visas.
- ▶ Preparing offer letters, contracts of employment, job descriptions, maintaining employee database & personnel files
- ▶ Ensuring smooth conduct of site activities, maintaining rental/lease contract agreement of camps, villas, flats and offices



Sep 2014 – Sep 2018 with **UNEECO Group, Bahrain** as Administration Manager

Role:

- ▶ Leading the overall administrative function across the group
- ▶ Managing all government related tasks pertaining to LMRA, GOSI, Ministry of Health, Ministry of Labor, CIO and Visas
- ▶ Processing visa applications, renewals, obtaining work permits, de-porting formalities and arranging accommodation
- ▶ Supervising the operations pertaining to security, asset maintenance, telecommunication, pest control and so on

Jul 2010-Sep 2014 with M.H. Alshaya Co., Bahrain as HR Officer



Role:

- ▶ Built & maintained relations with government relations with LMRA & NHRA
- ▶ Processed new joiners work visa, e-visa, visit visa, family visit visa and KSA visa
- ▶ Issued and renewed employees Smartcards, contracts and other documentation
- ▶ Ensured registration of new Bahraini employees in GOSI and Ministry of Labor

Apr 2009-Jul 2010 with UNEECO Group, as Administration Officer



Role:

- ▶ Maintained relations with govt. agencies like LMRA, GOSI, Health Ministry for issue and renewal of CPR & Work Visa
- ▶ Government Relations LMRA, GOSI and Health ministry and renewing CPR, Work Visa.
- ▶ Arranging to pay Telephone, electricity, LMRA, GOSI and Health ministry bills on time and forwarding them to finance.
- ▶ Reporting to the group CEO.



Jul 2007-Mar 2009 with American Express Middle East & North Africa, as Billing Analyst

Role:

- ▶ Resolved charge cards disputes, processed financial transactions, organized department correspondence and maintained healthy relations with customers
- ▶ Processing debit and credit financial adjustments received from the finance department.
- ▶ Identify research and resolve customer issues with the help of the computer system.



Feb 2007-Jul 2007 with Ebrahim Khalil Kanoo Co.as Administrative

Role:

- ▶ Liaised with govt. authorities for GOSI registrations, local transfer, family NOC, visit visa, business visa
- ▶ Maintaining the company GOSI and Health Ministry Monthly bills include the creation of the Ministry of health bills and filing the bills after the payment is done.

Personal Details

Date of Birth: 14th March 1980

Languages Known: English & Arabic

Permanent Address: H.1354 R.3626 Aali 736 Bahrain

Nationality: Bahraini

Marital Status: Married