

# NOUF ABDULLA RADHI

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## PERSONAL INFORMATION

Nationality: Bahraini  
Date of Birth: December 8, 1988  
Marital Status: Single

## SUMMARY

Personable Human Resources professional versed in recruiting employees. Proficient at developing and implementing HR Plans and procedures smoothly and independently or with little supervision.

## HIGHLIGHTS

- Staffing and recruiting
- Performance management strategies
- Interviewing expertise
- Employment law knowledge
- Employee relations
- Employee coaching and training
- Employee handbook development
- Excellent communication and interpersonal skills
- Pro-active
- High self-motivation, strong work ethic
- High standard of confidentiality
- Excellent time management skills
- Target driven

Fluent in both English and Arabic, speaking and

## EXPERIENCE

### January 2018 - December 2019

Ejazah.com

Administration/Human Resource

- Developed and implemented HR policies and procedures
- Created employee offer letters and contracts
- Managed office petty cash
- Basic accounting

### January 2013 – January 2017

Smart Corse Construction Solutions – Under GPZ

Human Resources Officer

- Worked with senior-level management to create fair and consistent HR policies and procedures
- Helped establish consistent hiring procedures
- Designed employee performance evaluation process and development program
- Reviewed Ministry of Labor laws to confirm and enforce company compliance
- Advised top management on appropriate employee corrective actions
- Created and modified job descriptions within all departments
- Addressed inquires on employee relation issues.
- Facilitate monthly meetings to develop strategies to positively influence workplace relationships
- Implemented standardized interview program process

### January 2007 (Part time)

Haider Company

Human Resource officer

- Managed and filed employee documents
- Implemented HR policies and procedures
- Created employee offer letters and contracts

## EDUCATION/ QUALIFICATIONS

2019

Marketing Internship – House Of Picasso

2016

AMA International University, Kingdom of Bahrain

B.Sc. in Business Informatics

2008

Delmon University, Kingdom of Bahrain

International Computer Driving License (ICDL)