|  |  |  |
| --- | --- | --- |
|  |  | Bilkais KhanHR & Administrative Professional |
| I seek an opportunity in a company where I can maximize my potentials, and utilize my experience, knowledge and skills to the fullest-- for my career advancement and for the growth of the vision of the company I serve. ContactPHONE:+973 3315 5471EMAIL:bqkhan2018@gmail.com KNOWLEDGE & SKILLSBasic Computer SoftwareC-programmingE-commerceTeaching and TrainingPublic Presentation PERSONAL DETAILS Nationality: IndianDate of Birth: 1st June 1985Marital Status: Single Languages: English, Arabic, Kannada, Hindi & Urdu |  | EDUCATION**Master’s Degree, Human Resource Management, 2013**National Institute of Management Studies, Jaipur RajasthanClass Mark: First Class, 62.30%**Executive Master of Business Administration (EMBA), 2011**National Institute of Business Management, ChennaiClass Mark: First Class, 69.75%**Bachelor’s Degree, Human Resource Management, 2009**Gogte College of Commerce, ChennaiClass Mark: First Class, 76%**Higher Secondary Education, 2006**St. Xavier Pre-University College**Secondary Education, 2004**Divine Providence Convent High SchoolWORK EXPERIENCE**HR Supervisor****Beauty and Sparadise**2012 till presentCompany Description: A first-class spa and salon established in 2007, currently with several branches throughout the Kingdom. Provides a unique and holistic approach to health, beauty and wellness with certified professionals and excellent service. For more details, visit [www.spabahrain.com](http://www.spabahrain.com). Primary Tasks: * Create a standard job description for all employee categories which are updated on a regular basis
* Prepare, develop and implement procedures and policies on staff recruitment
* Collaborate with the team in organizing training sessions, workshops and activities
* Provide staff orientations
* Monitor staff performance as well as attendance and absences.
* Coordinate with recruitment staff in the hiring and selection process and ensure that acceptable standards / procedures are applied.
* Provide orientations in employment and labor standards, legislation and workers compensation.
* Facilitate processing of employee Visa applications
* Perform tasks concerning the embassies
* Ensure payment of GOSI/ EWA bills
* Handle all accounts payable jobs
* Replenish stocks of all departments on a weekly basis
* Take charge of annual stock count
* Report all customer complaints and suggestions to the top management
* Document the minutes of top management meetings
* Facilitate processing of applications/ document of Bahraini staff at the GOSI portal

**ISO 9001: 2015 System- Quality Management Auditor****Beauty and Sparadise**• Maintain all documents on Quality Management System• Update Audit Plan as per system requirements • Maintain and update training needs requirements, programs and records • Coordinate with all departments on the effective implementation of record matrix, procedures, coded forms, SOPs and Corrective & Preventive Action (CPA) forms• Ensure that changes in QMS are implemented• Conduct staff training on QMS documentation• Submit evaluation reports ON to the top management on a regular basis regarding the effectiveness of the Quality Management System**Human Resource Assistant / Secretary** **Al Rashidaya Manpower**June 2010 to June 2012Company Description: A fully accredited staffing and recruitment company that provides qualified, properly screened and well-trained employees to the company’s clientele from a wide range of industries. Primary Tasks: * Provide professional assistance as well as clerical and administrative support in Human Resource functions and operations
* Process documentation and prepare reports relating to personnel activities such as staffing, recruitment, training, grievances and evaluations
* Coordinate HR activities such as meetings, trainings and surveys
* Deal with employee requests regarding human resources issues, rules, and regulations
* Organize, compile and update employee records
* Assist in payroll preparation by providing relevant data on absences, bonus, leaves, etc.
* Conduct initial orientation of newly hired employees
* Assist recruiters to source qualified candidates

**Junior Lecturer****Al Ameen Pre University College**June 2008 to January 2010Company Description: A prestigious Pre-University College that emphasizes comprehensive and well-balanced training and preparation for higher education. Handled students from diverse backgrounds and utilized professional and relevant teaching methods to enhance student learning and performance. Primary Tasks: * Provide professional instruction and training in the English Language to university students.
* Preparing the rosters for the teachers to effectively conduct their daily classes
* Collaborate with the faculty and administration in the preparations for the annual functions
* Plan and prepare the topics, exercises/activities, and exams for the daily lessons.
* Discuss, plan and collaborate with the faculty administration in developing course requirements
* Provide assistance to students in relation to their needs and requirements for the course.
* Ensure that all teaching materials and activities comply with the university standards and regulations
* Help create a stimulating and inspiring learning atmosphere for the students.

MEMBERSHIPS & ACTIVITIES |

* M. Phil Management, Distance Education, Delhi - Participant
* Toastmaster International - Member
* Manama Toastmasters –
* Vice President of Education, January to June 2018
* Head of Education for Area 1 Contest- 22nd March 2018
* Vice President Membership, July to December 2017
* Sgt-at-Arms, July to December 2016

## ACHIEVEMENTS

* 1st prize, Extempore at Gadag
* 1st prize, Extempore, by Rotary Club of Belgaum, India
* 1st prize, “Just a minute”, Rotary Club of Belgaum, India
* District level player in Ball Badminton
* NCC Cadet passed ‘A’ certificate exam