

# CURRICULUM VITAE

## Personal Details

updated 01APR2018



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## Occupational Goal

I am seeking a suitable position that will utilize my **Business Administration** skills and experience, while maintaining adequate growth outlook.

## Career Summary

APR 2018	-	Current	Senior HR Officer	Jawad Business Group.
<ul style="list-style-type: none"><li>Preparing Salary Transfer lists as per bank formats.</li><li>Preparing salary transfer bank letters.</li></ul>				
OCT 2014	-	APR 2018	HR Officer	Jawad Business Group.
<ul style="list-style-type: none"><li>Applying company procedures for maintaining employee's change of details records.</li><li>Obtaining the required approvals prior to processing the changes in employee's records.</li><li>Processing the changes in employee's details in accordance to approvals given into the payroll system.</li><li>Issuing Letters to communicate the changes in employee's details to the employee.</li><li>Creating various reports such as HR monthly update using M.S. Excel &amp; Power Point.</li><li>Generating tailor made reports based on business requirement to show various employee details.</li><li>Maintaining Employee contract validity reports.</li><li>Issuing contract renewals in accordance to company policy.</li><li>Providing training to the business on how to use the "Employee Self Service" online software.</li><li>Processing Employee Annual Leave requests in accordance to company policy &amp; applicable labor law.</li><li>Processing employee duty resumption records in accordance to company policy.</li><li>Processing various "Employee Self Service" requests in accordance to company policy.</li><li>Processing Employee separation in accordance to company policy &amp; applicable labor law.</li></ul>				
May 2014	-	OCT 2014	HR Administrator	Jawad Business Group.
<ul style="list-style-type: none"><li>Following company procedures to orient newly recruited employees in accordance with company policy.</li><li>Encoding the details of the new joiners into the payroll system.</li><li>Maintaining employee file in accordance to company policy.</li></ul>				
1st February 2010	-	May 2014	Recruitment Administrator	Jawad Business Group.
<ul style="list-style-type: none"><li>Segregating incoming CVs and job application requests.</li><li>Handling Recruitment Requests from the line managers.</li></ul>				

- Creating Offer Letters for Candidates to be recruited.
- Creating and adjusting Contracts of Employment for local nationals or expatriates joined in Bahrain or Oman.
- Sending Applications to register Bahraini employees at the Ministry of Labour.
- Following up with the new recruits.
- Following up with the hiring managers.
- Handling incoming recruitment related invoices.
- Managing and organizing the workload using Ms Excel.
- Sending monthly enrollment & deletion updates to Life & Medical insurance companies.
- Covering Reception responsibilities.
- Answering incoming calls to the business.
- Handling call transfers to the respective staff.
- Following company policies when transferring calls to senior management.
- Processing employee disciplinary actions in accordance to applicable labor law & company's ministry attested disciplinary table.

27 August 2009 - 11 February 2010	Junior Sales Associate	Landmark group ARG & Al Rashid Group
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- Greeting incoming customers
- Gathering information about customer's needs, and then converting this information into the available products.
- Leading the customers to the proper departments that satisfy their needs.
- Viewing the available merchandise that satisfies the customer's needs, and recommending additional products to them.
- Handling customer's returns.
- Taking customer feedback.
- Forwarding the customer feedback to the management.
- Processing incoming Deliveries.
- Displaying Merchandise on the shelves.
- Removing old stock from display and sending it to the warehouse.
- Handling the process involved in returning defective products back to the warehouse.
- Handling the process involved in consolidating products into other shops.
- Handling Point of Sale Terminal operations.
- Handling the process involved in restocking petty cash at the POST.

March 2006 - May 2006	Trainee	Batelco Mobile Satellite Business BN01 and PSA3070
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- General information about maritime.
- General information about Text.
- Brief of BN01 & Accounting Authority.
- Brief of PSA & Point of service activation.
- Practice on percentage calculation of BN01 invoices.
- Practice on preparing list of received invoices using excel.
- Practice on updating excel sheet with different formulas.
- Practice on separation of calls from one invoice to different customers.
- Practice on using copy machine to copy invoices using single and duplex mode.
- Practice on entering Calls in BN01 System.
- Practice on sending customer Faxes and e-mail.
- Practice on making checks and thanks letters and details.
- Practice on making vessel renewals certificates and updating International ships under Batelco.

### **Educational Qualification**

22NOV2015 - 24DEC2015	Management Development Institute
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- Certified Human Resources Manager

05NOV2013 - 07NOV2013	Berlitz
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- A course in “Basic Skills for E-Mail and Business Writing”

NOV2011 - 13DEC2011	CIPD
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- Level 3 Award in Human Resources Essentials

Apr 2009 - Nov 2009	Bahrain Institute of Hospitality and Retail
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- Certificate II Retail Operations, Australian Retailer’s Association

#### Program Details:

Communicate in the work place  
 Apply Point of Sale Handling Procedures  
 Interact with Customers  
 Apply Safe Working Practices  
 Minimize Theft  
 Operate Retail Equipments  
 Perform Stock Control Procedures  
 Perform Routine Housekeeping Duties  
 Work Effectively in a Retail Environment  
 Balance Register Terminal  
 Merchandise Products  
 Advise on products and services  
 Sell Products and services  
 English for Retail Business

Sep 2002 - Jan 2009	University of Bahrain.
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- B.Sc. in Business Administration
- Cumulative GPA: 2.59

#### Program Details:

5 English courses	ENGL	<u>133</u>	145	146	241	<u>133</u>				
6 Accounting courses	ACC	<u>112</u>	113	<u>211</u>	221	<u>231</u>	325			
3 Economics courses	ECON	140	141	<u>340</u>						
9 Managerial courses	MGT	131	230	233	236	238	299	430	434	439
3 Business Information System	BIS	202	314	454						
3 Marketing courses	MKT	261	362	465						
7 Finance courses	FIN	220	221	<u>222</u>	320	323	426	428		
2 Math courses	MATH	103	104							
3 Quantitative Methods courses	QM	250	350	353						
3 Orientation courses	ENGLR	020	021	022						
3 General courses	ARAB	105		ISLM	101			HIST	121	

Note: courses with underline are non-compulsory subjects that I have selected by my own will to enhance my knowledge in that field.

Sep 1999 - June 2002	Ahmed Al Omran Secondary Boys School - Business
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- Secondary school certificate – Business field.
- Average grade over all subjects: 86.5% GPA 3.46

### Additional skills

- Leadership and teamwork skills.
- Excellent communications and interactions with others.
- Willing and able to work with groups or teamwork.

#### Computer Skills:

- Windows based operating systems.
- Report writing using Microsoft Word.
- Creating bulk tailor made personalized letters using Mail Merge.
- Developing various decision support modules using Microsoft Excel.
- Creating slide presentations using Microsoft PowerPoint.

#### Networking Skills:

- Cutting custom made Ethernet “category 6” wires.
- Testing Network wires for connectivity.
- Installing Local Area Network peripherals.
- Installing Local Area Network related software (setup).
- Installing Wireless Network Hardware and Software.

#### Language skills:

- Excellent command in written English and Arabic.
- Excellent command in spoken English and Arabic.

#### **Interests, Hobbies & Activities**

- Installing and upgrading Desktop Computer hardware components.
- Installing "Do it yourself" furniture at home.
- Collecting a wide selection of sophisticated Hardware Tools.
- Maintaining and Updating Computer Software.
- Always interested in learning new skills that have great benefits.

#### **References**

Available upon request.