



**MARYAM HASAN MOHAMED**  
(ASSOC CIPD-CIPD MEMBERSHIP)

**Personal Information:**

Full Name: Maryam Hasan Mohamed Hasan  
Nationality: Bahraini  
Date of Birth: 12 August 1990  
Passport No: 2239924  
CPR No: 900899999  
Marital Status: Married

**Contact No/s:**

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Residential Address: House 2520 Road 2651 Block 226 Busaiteen

**Career Objective:**

I am wishing to obtain an entry level position in an office environment, where I can utilize my pre-existing skills in computing, database management and business intelligence and gain experience of working as part of a team.

**Experience:**

**1- Recently working in Trafco Group (B.S.C.) since 22<sup>nd</sup> December 2012  
As Assistant Administration in Human Resources Department.**

**Duties & Responsibilities:**

1. Manage personal file of the employees.
2. Prepare employee contract for Bahraini and expatriates
3. Prepare monthly reports for payroll preparation
4. Prepare employee turnover report
5. Checking the staff salary and overtime payroll
6. Check daily attendance report
7. Inserting data for the new joiner in the payroll system
8. Handling staff annual leave and sick leave
9. Handling staff contract renewal
10. Hotel arrangement for company's need
11. Arranging and carrying out termination procedures
12. Liaise with all Department's Head in relation with HR aspect
13. Raise requisitions for stationary purchases

14. Staff ticketing
15. Liaise with temporary manpower supply for Departments requirement
16. Monthly report preparation:
  - a. Absenteeism Report
  - b. Employees on Leave Report
  - c. Employees Joined after Leave Report.
  - d. Late Attendance Deduction Report
  - e. Joiner and Leaver for each month Report
17. Leave planning preparation.
18. Liaise with Department's Head for staff appraisal
19. Arrange worker uniforms / safety shoes
20. Arrange for new telephone line with Batelco
21. Training:
  - a. Send annual training request to Department's Head
  - b. Amend and update the staff training record
  - c. Liaise with HR for arranging for new courses

## **2- Arabian Marinas**

**Position: Secretary**

**Inclusive dates of experience: 6<sup>th</sup> March 2010 –31<sup>st</sup> October 2010**

**Reason of Leaving: Educational Purpose**

### **Duties & Responsibilities:**

1. Assist in all HR & Finance activities & responsibilities
2. Answering telephone calls
3. Maintaining diaries
4. Arranging appointment
5. Taking messages
6. Typing & Word processing
7. Filing
8. Handling correspondence
9. Raise requisitions for stationary purchases
10. Issuing Local Purchase Orders

### **Qualification & Education:**

AMA International University – Bahrain

Year Graduated: 2012

Bachelor of Science in Business Informatics (B.S.B.I)

Estiqlal Secondary Commercial Girls School

Year Graduated: 2008

High School Certificate

### **Skills:**

IT Skills:

General: Microsoft word, Microsoft Excel, Microsoft PowerPoint and Microsoft Publisher, Microsoft Office Manager, DVD Maker, internet explorer...etc, some skills in Adobe Photoshop CS.

Operating System: Microsoft window 98/window 2000/ XP server/ vista/ window 7

#### Management Skills:

- Have impressive communication skills
- Ability to handle abstract s
- A good leader
- Sound decisions making and problem solving skills
- Team builder
- Presentation skills

#### Languages:

Fluent in Arabic & English

#### Training & Seminars:

**Training Course: CIPD Foundation Level 3 – Diploma in Human Resources Practices**  
**October 2017 – April 2018**  
**CIPD Membership No.: 49223981**  
**Successfully Completed**

Worked as Trainee at Khaleeji Commercial Bank B.S.C.  
As Help Desk Agent (IT department)  
For two months (July 2012 – August 2012)

Worked in Vary for investment & Consultation  
As Secretary  
For two months (July 2009 – August 2009)

#### References:

Available on Request