

KAMAL BEN YAHYA



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PROFILE

A humble self-motivated and result oriented hard worker with experience of full Administration, HRM, Able to use own initiative and work as a very proactive part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an Organization. Good problem solving and analytical skills. Proficient in computer applications and various Administrative and HRM systems.

EXPERIENCE

- *Sultan Home Publicity & Advertising co.*

Tubi, Bahrain

Date : Dec 2018 till Date

Job title: HR Manager.

Reporting to: CEO, Founder.

Duties: below are some points:

HR and Admin Works:

- 1- Prepare final settlements, leave settlements.
- 2- Trace and update absence and update it monthly within our internal system that to help in may operations such as accurate payroll processing.
- 3- To facilitate / support the development of the Team members and delegate some various works to them so I can concentrate on other high priorities.
- 4- Source candidates “internally and then externally” for all various job openings.
- 5- Choose the best advertising methods for our new openings such as “News papers” and publish such announcement.
- 6- Collect CV’s and sort them out to three categories: Active, in active and possible.
- 7- Created a database for the candidates and updating it whenever we need to, and share this database with the company’s directors.

- 8- Conduct the employment meetings and shortlist the active best candidates and recommend to line managers and top management.
- 9- Liaise with line manager step by step in whatever related to HR work.
- 10- Prepare offer letters, contracts, and book appointments for CPR updating.
- 11- Prepare GOSI forms.
- 12- Liaise with Ministry of Labor for whatever related to HR works such as: Sourcing candidates, Bahrainis Employment confirmations “which we need to register the Bahrainis in GOSI”.
- 13- Handling the LMRA’s EMS “Expatriate management system” from A to Z, here is some works that I have done:
 - Issuing new visas.
 - Visas renewal.
 - Visas cancellation.
 - Applying for increasing the ceiling.
 - Applying for local transfer.
 - Applying for temporary work permits.
 - Applying for responsible person inclusion, deletion, updates.
 - Paying the fees of all transactions and print visas.
 - Trace all issues that cause offences “such as paying the electricity bills” so I track it, alert for it and hence prevent any possibility of having your EMS operations and transactions paralyzed or at least delayed.
- 14- Look after the hiring of subcontracting based manpower, approach subcontractors, verify quality and experience of their manpower, compare rates, and approach management for approval.
- 15- Prepare all official subcontracting contracts “based on what the company needs, and for protection purposes”
- 16- Tracking the subcontracting manpower flow in our company and record all their details and have it updated in our internal system “including the date of join, experience, trainings, personal details “with copies of ID”’s such as passport, residence permits and CPR’s, so that to have a systematic reminder helps to identify who should not miss renewing his Visa, CPR, RP. And the same for our sponsored employees.
- 17- Liaise with accounting for the advance payment for the cases of new joiners.
- 18- Issue various personal documents such as: certificate of employment.
- 19- Issue warning letters.

▪ ***Alturk Productions.***

Tubi, Bahrain

Date : Jan 2018 till December 2018

Job title: HR Manager.

Reporting to: CEO, Founder.

▪ ***History Businessman Services Co. w.l.l***

Manama - Bahrain

Date : April 2014 till December 2017

Job title: HR Manager.

Reporting to: CEO, Founder.

▪ ***Al Salam Land Trading Co. W.L.L.***

Alguful, Bahrain

Date : May 2010 to April 2014

Job title: Sales Manager.

Reporting to: General Manager.

EDUCATION

1. Name of university: *cadi ayyad morocco.*
Location: Marrakech, Kingdom of morocco.
Degree: 3rd year of Economics Science (Year 2000).

SKILLS

- **Computer Skills:**
 - Computer Fundamentals and M.S Office: MS. Windows Word, Excel, Adobe Photoshop. Illustrator, WordPress, HTML, CSS, +
- **Language Skills:**
 - Native language Arabic.
 - written and spoken French.
 - written and spoken English.
- **Competences:**
 - Supportive and Well-organized
 - Working within strict deadlines.
 - Self-motivated, reliable and goal oriented.
 - Professionalism in dealing with confidential information.
 - Ability to work well with all levels of management and personnel
 - Leadership Competitive Skills.

INTERESTS

- Reading, meeting people and Swimming.

PERSONAL INFORMATION

- Date of Birth: 01/12/1975
- CPR : 751230146
- PP No. : LM1250941

References: will be furnished upon request

Samples of works: I would love to present it upon your request for further evaluation.

kamal.yahya.