

Curriculum Vitae

Personal Info:

Tariq Mahmood
Mobile # 3552 7449
Isa Town, Kingdom of Bahrain

Date of Birth	12/09/1975
Religion	Islam
Nationality	Pakistani
Occupation	Manager
Visa Status	Valid Visa
Languages	English, Arabic (Very fluent), Urdu, Hindi, Panjabi
Possessing	Valid Bahraini Driving License
Email	tariqxmahmood@gmail.com

Objective:

- Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels of an organisation. Good problem solving and analytical skills.

Education:

- Bachelor Degree in Business Administration (Private)
University of Punjab – Lahore, Pakistan

Computer Skills:

- Windows 10,
- Microsoft Office,
- P S N D Ver. 1.2,
- BAAN (Oracle DB),
- Van Man Ver. 4.1 (Oracle DB)

Key Skills & Competences (HRM):

- Deep knowledge of LMRA & Immigration (NPRA), CIO, CID, Labour Court, Civil & Criminal Court, EWA systems, rules and regulations.
- Sound working knowledge of all current employment law.
- Sound working knowledge of operational HR issues
- Experience of working in a fast-paced demanding environment.

- Experience of interacting with all levels of management.
- Providing advice and support in complex recruitment cases.
- Flexibility to respond to a range of different work situations.
- Ability to develop and maintain effective working relationships at all levels.
- Tactful and able to deal with difficult situations.

Professional Experience:

1. ALMANSI Towers Construction – Kingdom of Bahrain (Construction & Contracting – Bahrain Financial Harbour) **Manager - Human Resources & Legal Affairs (Jan2012 – Jun2019)**

- Managing and maintaining 200+ employees in the company.
- Overseeing the full recruitment cycle, in particular contract preparation.
- Providing specialist information and guidance to employees and managers on HR policy and practice and employment law.
- Managing the annual salary review process for the company.
- Promoting equality and diversity in the recruitment process.
- Ensuring that all company policies and procedures are up to date in line with current employment law.
- Supporting supervisors to ensure the success of their teams.
- Ensuring that the correct recruitment and selection procedures are adhered to.
- Controlling costs and ensuring that they do not exceed budgets.
- Managing pay-roll operations.
- Advising on staff promotions.
- Processing immigration paperwork for work permits.
- Assisting with day-to-day HR related questions.
- Conducting interviews and reference checks on job applicants.
- Keeping up to date with legal developments.
- Investigating disciplinary and grievance matters.
- Developing HR policies.
- Manage maternity leave requests and administration.
- Planning, and delivering, training, including inductions for new staff.

2. Bright Pages Company – Kingdom of Bahrain (Document Clearance and Manpower Supply – Sitra) **HR Officer (March 2007 – Dec2011)**

- Leading an administrative team.
- Processing purchase orders and delivery notes.
- Ordering office stationary when stocks are low.
- Producing creditor payment lists.
- Controlling the office petty cash float.
- Dealing with incoming and outgoing post.
- Exchanging information with other company departments.
- Explaining office procedures to new or junior members of staff.
- Proofreading important documents.
- Using an electronic calendar to manage the appointments of office managers.
- Handling administrative requests from members of the office team.
- Making travel and accommodation arrangements for company directors.
- Building productive, collaborative relationships with employees, and HR business partners.

- Assisting with employee relations.
- Reviewing resumes and applications sent in by job applicants.
- Maintaining employee files and the HR filing system.
- Advising employees and helping them make informed decisions about their careers.
- Conducting pre-employment background checks on prospective employees.
- Helping employees with benefit issues.
- Examining employee records to answer inquiries and provide information to authorized persons.
- Scheduling interviews for job applicants.
- Preparing badges, passes, and identification cards for staff.
- Assembling new hire information packs.
- Reviewing staff monthly vacation reports.
- Responding to applicants regarding job openings.
- Planning and coordination HR presentations and training sessions.
- Writing up job descriptions.
- Using word processing software and printers to create a variety of documents and reports.
- Preparing job postings for vacancies.
- Welcoming new employees and arranging induction programs for them.
- Reviewing, auditing, and verifying monthly benefit invoices.
- Participates in recruitment effort for exempt and non-exempt personnel; screening applications, as well as coordinating and conducting interviews for exempt and non-exempt personnel.
- Manages and conducts pre-employment screening; reference checks, background screens and physical fitness tests.
- Sends correspondence to applicants on as needed basis.
- Coordinates the use of temporary labor as needed, including maintaining relationships with agency representatives and communicating temporary needs as well as acquiring the contract and obtaining local and HO approvals.
- Conducts new associate orientation, tours of facility, and ensures accurate completion of New Hire paperwork.

3. Quick Sales Vacations – Kuala Lumpur, Malaysia
 (Holidays, Ticketing & Tourism Industry)
HR Administrator (June 2004 – Feb 2007)

- Handle HR related documentation and records.
- Act as the first point of contact for all human resource related activities.
- Assist human resource managers during recruitment and induction procedures.
- Create and maintain liaison with external recruitment agencies.
- Coordinate in-house training activities and track training sessions.
- Assist HR in performing background checks and reviewing references.
- Coordinate interviews and direct applications to the right channels.
- Provided support to the recruitment and induction processes.
- Handled personnel records and labor relations.
- Performed job evaluations and handled benefits administration procedures.
- Assisted in reviewing and entering data from human resource documentation.
- Maintained liaison with prospective candidates.
- Arranged interview schedules and followed up on candidates' responses