

CONTACT INFORMATION

EMAIL:

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ADDRESS:

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EDUCATION & CERTIFICATION

Health & Safety Certification
"NEBOSH IGC"

2019

Bahrain Labour Law

2019

Diploma, CIPD 3 & 5

2018

HR Professional Qualification

Diploma, ACCA, FIA

2014

Professional Certification in
Accounting

ICDL Certification, Delmon University

2008

Computer Certification

University of Bahrain

2004

Business Administration /
Management and Marketing

Ahmed Al Omran high school

2002

High School Diploma in Commercial
studies

Enthusiastic, ambitious and a hard-working individual, I am keen to establish and prove myself successful in any role and at the same time continue to progress my career. with Total of 13 years of Experience which 8 within Humane Resources.



EXPERIENCE

Head of Human Resources **Mueller Middle East BSC (C)**

Hidd, kingdom of Bahrain

November-2017 - Present

- Recruiting, Termination & resignation process.
- Training, evaluation, staff recommendations and other staff related reports.
- Providing the top management with the employment solutions, policies and update needed as per the laws.
- Managing Payroll, staff leaves & indemnities.
- Dealing with the government bodies.
- Develops appropriate orientation and on-boarding programs for new employees that covers workplace policies as well as service standards and restaurant-specific guidelines.
- Hearing and resolving employee grievances; counselling employees and supervisors.
- Handle employee disputes with Ministry of Labour and Ministry of Justice.
- Implements company policies and procedures on compensation, incentive, bonus and benefits.
- Continually assesses employee morale by analyzing absenteeism and turnover records, lateness and resignations.
- Coordinates and oversees all matters related to staff accommodation, facilities, and transport.

HR & Admin Manager

Wojoud Al Bahrain Company WLL

Hidd, Kingdom of Bahrain

April-2012 - June-2017

- Recruiting, Termination & resignation process.
- Training, evaluation, staff recommendations and other staff related reports.
- Providing the top management with the employment solutions, policies and updating with the laws.
- Managing Payroll, staff leaves & indemnities.
- Handling company license, certification, vehicles passing, and other ministries requirements.
- Managing the safety KPI, process & train the new joiner to the safety procedure.
- Preparing and handling the fire drills, rescue & handling the emergency situations.
- Managing the project for reallocation of the operations, offices, and employees and budgeting the same to reduce the cost.
- Dealing with the company court cases & managing all the related documentation.

SKILLS

Computer Skills: MS Word, MS Excel, Email, Internet, MS Office, Adobe Photoshop & Illustrator, multimedia software.

Excellent in using HR & payroll system: JDE Oricol, SAP & Microsoft Dynamic.

Excellent Communication and Leadership abilities.

Extremely competitive, ambitious, creative, cooperative and dependent.

Outstanding customer care & Excellent decision maker.

Fluent in spoken and written English & Arabic / can communicate in Hindi.

Creation of Policies and procedures which is ISO audited and approved.

Excellent Communication with all government bodies such as: Tamkeen, LMRA, SIO, Immigration, customs, MOIC and other agencies.

Knowledge of dealing with the following systems: Sijilat, Tamkeen, SIO & LMRA.

LANGUAGES

English: Advanced

Arabic: Advanced

Hindi: Can Communicate

Project Manager

Zain Telecommunication Company

Manama, Kingdom of Bahrain

May-2011 - October-2011

- Managing the customers internet devices & providing solutions for their obstacles.
- Managing the team in order to achieve our daily targets of serving clients.
- Managing the top customers accounts.
- Solving customers issues and answering their inquiries.

Business Banking Delegate

HSBC Bank

Seef, Kingdom of Bahrain

March-2010 - April-2011

- Open new account for the companies
- Sealing the product that HSBC provides to the corporate accounts, such as:
Credit Cards, Business internet banking, long and short terms deposits, and teach them how to use the account efficiently.
- Handling the customers queries and finding solutions for their needs.

Credit Control

Zayani Motors

Ma'meer, Kingdom of Bahrain

January-2007 - March-2010

- Contact the customers to collect payments as per Debtors List and credit facility terms.
- Prepare reminders and statements to each customer in A/R list.
- Maintain smooth and healthy relationship with all parties concerned.
- Collect the money from the customers and solve the problem in each account.
- Achieving the monthly target as per provide by the top management.

Credit Control

Citi Bank

Seef, Kingdom of Bahrain

March-2006 - December-2006

- Contact the customers to collect payments as per
- Debtors List.
- Prepare reminders and statements to each customer in A/R list.
- Visit the customers to collect payments.
- Achieving the monthly targets.