

Curriculum Vitae



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Career Objective:

In pursuit of gainful employment that will enable me to actively participate in company operations in ways that will allow me to contribute my experience, skills, creativity, knowledge and qualifications; to provide an opportunity for professional development and career growth through determination and dedication to work.

Educational Background:

B.Sc. Informatics Engineering - Graduated from AMA International University Bahrain with a bachelor's degree in Informatics Engineering, a combination of Information Technology and Electronics Engineering.

Summary of Professional Work Experience (present to past):

- **Group Human Resources Manager** – Hanali Group of Companies – 14-Jul-2019 to present.
 - **Compensation, Benefits, Labor Relations HR Assistant** – United States Navy – 16-Apr-2017 to 24-Apr-2019.
 - **Generalist HR Assistant** – United States Navy – 01-Aug-2016 to 15-Apr-2017.
 - **Housing Front Desk Clerk** – United states Navy – 01-Jul-2014 to 31-Jul-2016.
 - **Admin/Liaison Officer** – Royal Falcon Manpower Agency – 01-Sep-2013 to 30-Jun-2014.
 - **Computer Engineer (College Credit Job)** – Advanti Systems – 08-Oct-2012 to 20-Nov-2012.
 - **Data Entry Supervisor (College Job)** – Tejaraty – 01-Apr-2012 to 16-Sep-2012.
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Detailed Professional Work Experience

- **Group Human Resources Manager,**
Hanali Group of Companies [Greenbeets Café, Neem Café (previously The Florists’ Daughter), C45 Artisan Brewery, Hanali Retail]
July 14, 2019 to Present.

Major Duties & Responsibilities:

- **One-Man-Army:** The only HR Manager for the company. solely handling the HR and Administration duties for Greenbeets Cafe, Neem Cafe (previously The Florists Daughter Restaurant), and C45 Artisan Brewery along with Hanali Retail.
- **Recruitment & Staffing** – Has the responsibility of creating and posting job advertisements on a multitude of websites including Indeed, LinkedIn, & Naukri Gulf. Responsible for reviewing applicants using a grading system I developed for the company and shortlisting applicants. Interviewing applicants with the help of a standard questionnaire that I created which ensures all applicants are treated equally regardless of race, religion, or color. Assisting Department Heads in making the final hiring decisions.
- **Onboarding/In-processing** – Responsible for the onboarding process of new hires to a position. Makes sure they receive a copy of all pertinent documents such as the employee handbook and explaining company policy to them.
- **Health Insurance** – Responsible for fielding quotations, selecting and liaising with Health Insurance companies. Conducts a review of health insurance companies every year to determine whether or not the provider will need to change. Responsible for adding and deleting employees from the Health Insurance Policy.
- **HRMS Software** – Enrolling new employees to the in-house HR system. Actions such as bonuses, salary advances, leaves (all types), and terminations are all done by me through this HR system.
- **Visa Processing** – Responsible for applying Employee visas at LMRA EMS and NPRA. Also responsible for renewing visas that have expired and moving employees between different CR Branches.
- **Visa Complications** – Responsible for visa cancellations, extension of cancellations, mobility applications and ceiling applications.
- **CPR Process** – Responsible for updating Employee CPRs as well as CPR renewals.
- **Ministry of Labor** - Responsible for liaising with the ministry of labor regarding Bahrainization rates as well as employee complaints and the eager applicant program.
- **SIO/GOSI** – responsible for adding new employees to the SIO system. Involves trips to the SIO on occasion and solely responsible for the yearly salary update for all employees.
- **Ministry of Industry, Commerce & Tourism** – Liaison between the company and its applications at MOICT.
- **Ministry of Health** – Liaison between the company and its applications at the MoH.

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- **Capital Municipality** – Liaison between the company and its applications at the Municipality.
 - **Tamkeen** – Working as a liaison between the company and its applications at Tamkeen.
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- **Human Resources Assistant, Compensation, Benefits, PRO and Labor Relations.**
US Navy, Human Resources Office
April 16, 2017 to April 24, 2019

Major Duties & Responsibilities:

Part of a team of two people as an HR Assistant with a partner who is an HR Specialist. Together, we were exclusively responsible for the Compensation, Benefits and Labor Relations of Approx. 980 Non-American employees and 460 Civilian-American employees. During this job, I was the only one designated for PR tasks (GOSI/SIO and Ministry of Labor Liaison).

- Processing SIO/GOSI registration paperwork and termination paperwork.
 - Conducting a yearly audit on social insurance actions while reviewing quality assurance.
 - Solely responsible for updating the salaries of over 980 employees once a year.
 - Responsible for in-processing/onboarding newly hired employees and explaining to them all their benefits, allowances, entitlements and rights as a federal employee of the United States of America.
 - Initiating advances in an employee's pay and determining the number of pay periods that they will utilize to pay back the amount.
 - Calculating and initiating cost of living allowances for each employee brought onboard.
 - Finding and Fixing issues with employees leave and sick leave, as well as disabled veterans leave and home leave.
 - Issuing Temporary Quarters Allowance for newly landed employees.
 - Conducting TQSA expenses reconciliation to ensure employees used the fund given to them for the correct purpose.
 - Initiating employees Living Allowances when they find a permanent place to live. This including paying for their rent and utilities fees.
 - Conduct an audit and reconciliation on the employees expenses before they permanently leave Bahrain.
 - Submitting Workers Compensation to the SIO in-case and on-job injury occurs.
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- **Generalist Human Resources Assistant,
US Navy, Human Resources Office
August 1, 2016 to April 15, 2017**

Major Duties & Responsibilities:

- Front Desk Customer Service in which the customers' needs are met.
 - Act as the tip of the spear and be the first POC for GS/US Citizen/BG and Non-US spouse employees who come to the HRO and make sure they are connected with the right specialist.
 - Receiving and filing job applications and resumes.
 - Assist with Recruitment activities, review resumes to grade them and to remove any resumes that have not followed application procedure.
 - Issue memorandums for training purposes, as well as Salary Certificates and Employment verification letters.
 - Responsible for putting in Local National/Third Country National Background Investigations to the Naval Criminal Investigative Unit (NCIS). These applications are a critical step before an employee is hired or given a special privilege. This aids in ensuring no undesirable individuals or groups gain access to the base.
 - A general all-rounder who assisted the other HR specialists with their tasks. This enabled me to learn about and perform the different aspects of HR procedures before finding my specialty (Training, Compensation, Recruitment, Management/Employee and Labor relations)
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- **Front Desk Clerk,
US Navy, Housing Department
July 1, 2014 to July 31, 2016**

Major Duties & Responsibilities:

- Performs the duties and responsibilities of 24-hour Hotel Front Desk Operations including but not limited to, checking guests in/out, arranging on and off base reservations, answers all telephone calls, takes/forwards messages and call to in-house guests.
 - Was able to come in on any shift scheduled (morning, afternoon or overnight)
 - Provides several customer services for residents residing on base, from lodging to issuing and maintaining minor property records, items for check out from the Front Desk during weekends and after normal working hours.
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- **Admin/Liaison Officer**
Royal Falcon Manpower Agency
September 1, 2013 to June 30, 2014

Major Duties & Responsibilities:

- Assists customers with their manpower requirements such as, application of labor permits, No Objection Certificates, residence permits and re-entry visas.
 - Liaise with various manpower agencies in different parts of the world i.e. The Philippines, Ethiopia, Bangladesh, India, Indonesia, etc. for recruitment of laborers/domestic helpers, Skilled workers etc.
 - Liaise with Immigration authorities for the application and release of necessary documents for recruitment of manpower.
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- **Computer Engineer**
Advanti Group
October 8, 2012 To November 20, 2012

- **On the Job Training (OJT)** - Worked in the “Systems Division” of the prestigious Advanti Group. My responsibilities included building custom made computer systems for a different range of clientele.
 - **Client Interactions** - Would advise customers on which computer components (Motherboard, Graphics card, cooling system etc.) would be best for their intended system build whether it is for gaming or business purposes.
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- **Data Entry Operator**
www.Tejaraty.com
April 1, 2012 to September 16, 2012

- Part-time job / Working Student for the e-commerce store as a Data-Entry operator responsible for organizing and uploading new products to www.Tejaraty.com for our customers to buy online. Tejaraty was the first venture into amazon-like e-commerce solutions in the kingdom of Bahrain.
 - Promoted to *Data Entry Supervisor* during my third month of employment.
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Skills and Qualifications:

- **Fluent in three languages:** Arabic, English, and Tagalog (Filipino)

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- Basic knowledge in several programming languages including: C, C++, Java and basic object-oriented programming, as well as SQL and HTML
 - Excellent in performing tasks on Microsoft office (Excel, Word, Outlook, Access, PowerPoint, and Publisher)
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Academic Achievements:

- President of the Informatics Engineering Society of AMAIUB (IESA) for the year 2012-13.
 - Successfully ran for Student Government and was elected Treasurer of the Engineering Student Council for the year 2012-13.
 - Member of the Bahrain Society of Engineers in year 2012.
 - Member of IEEE.
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Professional References:

- Mr. Khurram Shahzad – Human Resources Specialist, U.S. Navy – 3338-5077
- Mr. Husain Jasim – Human Resources Assistant, U.S. Navy – 3608-0999

Character References:

- Dr. Ahmed F. Shirazi, M.D. – Salmaniya Medical Complex – 3223-0755
- Mr. Khalil Ebrahim – Manager, Citibank Bahrain - 3330-9997