

Husain Nasaif, *Assoc. CIPD*

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OBJECTIVE

Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

WORK EXPERIENCE

02/2017 – 01/2020

HR Officer, SKD Group, Bahrain

Responsibilities:

- Follow up with the department managers regarding of vacancies.
- Sourcing the suitable candidates to fulfill the vacancies.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Preparing shortlisting report and share it with Manager of HR, recruitment team as well as recruitment agencies.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Preparing job offer letters of selected candidates as per HR head instructions.
- Participate in dealing with recruitment agencies in regards to CVs evaluation, and others as per HR instruction.
- Apply the work visa for expats candidates
- Arranging the ticket for new arrivals.
- Arranging transportation and accommodation for new arrivals.
- Inform the managers of department about their candidate's arrivals.
- Follow up the skilled employees during the probationary period they are working well as the agencies responsible within this period.

- Return back the employees who are not suitable for the organization during probationary period.
- Prepare and representative of HR induction program for office staff and high positions.
- Ensuring of all steps of joining procedure are implemented completely within the time frame such induction of HR, Safety, IT and others, recording finger punch, medical check-up, cash advance and others.
- Welcoming the new joiners to join the SKD Group and deliver the warm welcoming behalf of the organization as I believe it will be part of the improvement of the work progressing.
- Deliver the policy and procedure for the organization to the new joiners.
- Share and train the new joiner about the SKD forms.
- Ensure the new joiner sign and fill all joining documents.
- Prepare daily, weekly, monthly, yearly and other required reports to line manager.
- Perform other duties when required by line manager in order to support HR head as well as other colleagues.
- Actively seek out and participate in ongoing training conducted through various learning environments.
- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Review employment and working conditions to ensure legal compliance.
- Understanding of labor laws and disciplinary procedures.

02/2015 – 01/2017

Accountant (Cash Handler), BPTC, Bahrain

Responsibilities:

- Collect the cash from the company drivers.
- Make sure the collected amount same as the tickets bought.
- Calculate daily cash to ensure there are no shortages.

- Deposit day by day the collected amounts to bank.
- Analyze the transactions to avoid the losses.
- Report to the head of account department of the cash transactions.

01/2014 – 09/2014

Administrative Executive, Al-Brooj Media, Bahrain

Responsibilities:

- Assume the role as the primary point of contact between the executives and internal/external clients.
- Holding all sales plan to achieve the organization objectives.
- Handle requests, feedback, and queries quickly and professionally.
- Maintain strong relationships with vendors and keep price data in order to get the best pricing on supplies and services.
- Performed data analysis especially financial data.

EDUCATION

Academic	Bachelor Degree of Commerce , University of Pune	2009 - 2012
	Ahmed Al-Omran Secondary School , Ministry of Bahrain	2005 - 2008
Prof. Certificates	CIPD (L3) , Victory Institute – Certificate of Chartered Institute of Personnel and Development, UK.	2018 - 2019
	Bahrain Labor Law , Victory Institute (60 hours)	2019
	Certified as Accountant (Diploma in Book-Keeping) , Pitman Institute - Pune	2011

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint.
Designing: Adobe Photoshop, Illustrator, InDesign, Premium.
Personality Skills: Communication, Negotiation skills.
Photographer

REFERENCES

References available on request