

## HR/ADMIN COORDINATOR

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Bahraini National

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### Most recently experience

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**1-*HR and Admin Coordinator*** at Al Nooh building material (March 2021 – Until now):

Main responsibilities:

- **Recruitment:**
- Coordination with other department heads or supervisors to identify the job requirements to focus on while searching for the Ideal Candidates.
- Assists in the recruitment process by preparing and implementing pre-employment tests for job applicants.
- (Sourcing –Screening- Filtering the final Possible Candidates and preparing final interview with the related stakeholders to take the final diction)
- Dealing with ministry of labour in terms of any vacancy in the company.
- **Staff training & development:**
- Coordinate with the supervisor/In charge to assess the training needs and arrange the training session in terms of the appropriate location and timing, supplying the material that would be requested by the trainer such as Tv Unit , laptops, portable white board , pens etc..
- Providing assistance in monitoring employee performance appraisal process, personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Coordinate with the related department heads to update the job descriptions as per the new tasks assigned to each individual if applied.

#### **HR System & database:**

- keep the filing and our electronic database updated in terms of any missing, inappropriate, unsigned documents such as (JD's and old contract) or/and tracking any update in the staff information.

- Ensure all employee information with regards to annual leave, medical leave, time and attendance, deductions and increments, employee loans and allowances are entered in the HRMS system before the payroll processing by the accounts department
- Preparing the necessary documents as per situation such as official letters, increments, warnings,
- **Ticketing:** dealing with the travel agency to purchase and track the staff tickets in case of any circumstances such as lockdown, new corona instruction in Bahrain, changes and cancellation
- **Coronavirus:** Tracing active cases and close contacts(within the company), arranging test appointments or doing rapid test for any staff who have any symptoms by myself, Dealing with Bahrain national team in case of requesting any information about the active cases or the close contact
- **Employee's occasions:** Organizing employee retirement farewells entirely.

2- **Admin coordinator** (Archiving team) at KPMG BAHRAIN (Jan 2021-March 2021)

## EDUCATION

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- Bachelor's in business administration- Minor in marketing  
From 09/2015 to 01/2020 - **University of Bahrain.**
- Al Noiam Secondary School From 09/2012 to 06/2015.

## SKILLS & Languages

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- Arabic–mother tongue, English– (fair)
- Microsoft office & excel (fair), Management skills, Communication, Teamwork.