Name: KHALID GHANEM FARAH AL HAMELI
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Professional Brief:

A multi skilled in HR with strong administrative background who possesses self-discipline and ability to work under high pressure. Experienced in providing HR management and successfully analyzing and resolving HR policies and issues in timely and accurate manner thus ensuring timely and quality solutions to meet business objectives. Possessing a proven ability to administer and control the HR policies, procedures as well as having eye for detail and able to operate tasks under pressure. An excellent communicator, presenter can relate well with people at all levels and have the flexibility of working well as part of a team. High-performing, strategic-thinking professional of solutions. Highly skilled at relationship builds with client, organizations and government entities; flexible and interpersonal communication as profession skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of HR policy matters Recruitment administration and HR strategy. Experienced at managing projects from the identification phase for the department's requirement.

Objective:

Seeking excellent opportunities for self – expression and application of acquired skills, leadership traits and ample knowledge. Always seeking exciting opportunities to enhance my professional skills and collaborate with a multi – cultural community, allowing the opportunity to fully utilize my professional knowledge.

Career:

2005 – 2009: served as a student soldier at the military air force Secondary school.

2009 – 2013: Zayed military college as officer candidate.

2013 – 2015: Served as human resourse officer in the State security decorate

in the human resourse department.

2015 – 2018 Served As section manger in international affairs department

Ministry of Presidential Affair in the International Affairs department As a Section manager. (MOPA)

Education:

2009 to 2013: Abu Dhabi University Bachelor of Double Degrees Military science and Human Resource Management, GPA 3.56 (Improved by higher education ministry)

Skills:

Hosting the daily meeting for the department to follow up and audit.

Managing administration schedule and make it easier on the team members of my section.

Professional communicator and coordinator in different matter of conditions and circumstances.

Coordination between departments to host (Meetings between individuals' \ Government entities)

Assisting in modifying a Memorandum of standing.

Any other issues need assistance in regarding the administrations.

Background in supervision of the department in performance and procedures.

Human Resource Management.

Daily scheme plan

Talent Acquisition.

Training and Development.

Executive Leadership recruiting.

HR Generalist.

Compensation & Salary negotiation.

Candidate On boarding.

Payroll Processing.

Employees Relation.

Performance Management.

Travel Management.

Set up a meeting and in deferent condition.

An Effective player in a team form or individual.

Staff development.

Strong verbal communication

Team liaison.

Conflict resolution.

Self-motivated

Powerful negotiator.

Windows proficiency.

Data management.