# Fatma Al-Najmi

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## Objectives

To seek a career position in a progressive organization, offering a challenging job where I can apply my knowledge, abilities and experience.

## Experience

01/06/2012 – PRESENT

**Senior Executive – Recruitment / HR Department**
**Dubai Chamber of Commerce & Industry**

- Undertake recruitment activities from manpower requisition, creating manpower plan, review of the job description to writing the job advertisement
- Undertake recruitment activities from job advertisement publication or assigning to a recruitment partner/agency, to receiving applicant resumes, and shortlisting
- Undertake recruitment activities from presenting shortlisted candidates to manpower requestor to contacting candidates shortlisted by the requestor for interview schedule
- Undertake all activities and preparation for employment interviews
- Prepare all necessary documentation and implement on-boarding related activities
- Prepare all necessary documentation for the employee transfer
- Manage all talent acquisition activities from all sources (i.e. recruitment agencies, career fares, headhunters etc.)
- Undertake succession planning activities from identify critical position with Department head to identifying successors
- Manage all activities related to employee retention
- Undertake Emiratisation plans and programs
- Manage organization charts for all the departments

01/06/2008 – 31/05/2012

**Employee Relations Executive / HR Department**
**Dubai Chamber of Commerce & Industry**

- New Joiners:
  - ✓ Handling all on-boarding procedures and completing all document requirements for new joiners.
  - ✓ Produce, implement and follow up the Induction program for all new joiners to ensure proper implementation.
  - ✓ Prepare confirmation letter for the confirmed employees.
- Temporary Employees:
  - ✓ Manage the full process of temporary employees' placement before joining date to ensure completion of the process.

    - ✓ Communicate salary payment to the Finance Department on a monthly basis.
    - ✓ Monitor and update budget during new placement and extending contract.
- Heath and life insurance:
    - ✓ Manage to provide complete list of employees and dependent during renewing health insurance card to ensure accurate information used and to guarantee that all employees are covered.
    - ✓ Manage the addition of new staff and dependents on health insurance and deletion of resigned employees and dependents.
    - ✓ Manage the addition of new employees, deletion of resigned employees, and update on salary changes in life insurance.
    - ✓ Handle staff medical and life claims.
- Plan and Implement day-to-day administration activities focused on personnel transactions applying functional policies and procedures.
- Deal with internal and external customers, answer queries and resolve routine issues pertaining personnel transactions.
- Implement and abide to Human Resources procedures and processes reporting any difficulties or discrepancies as required ensuring timeliness, high quality and cost-effectiveness.
- Provide Human Resources advice, counsel and guidance to staff helping them to follow HR polices & procedures correctly.
- Prepare different types of salary certificates.
- Prepare experience letter for the resigned employees.
- Handle the annual leave plan for all the departments.
- Handle different types of leaves such as annual leave, sick leave, study leave, obligation leave, permission to go out, etc….for all employees and proceed with the requests applied.
- Use HRMS (Oracle System) to enter the new employees' details and to update any details in their record.
- Handle attendance system by uploading leaves from oracle to the attendance system and generate different types of reports upon request.
- Handle all employment transfer procedure after getting the transfer documents signed.
- Handle archiving system in Jupiter by creating the employees' folders and scanning their personal and employment documents.
- Work on the payroll as a replacement of the payroll employee during her leave.

28/05/2005 – 31/05/2008

**Personnel Coordinator / HR Department**

**Dubai Chamber of Commerce & Industry**

- Handled temporary employees' employment procedures and monthly payment.
- Implemented day-to-day administration activities focused on personnel transactions applying functional policies and procedures.
- Dealt with internal and external customers, answered queries and resolved routine issues pertaining personnel transactions.
- Prepared different types of salary certificates.
- Handled different types of leaves such as annual leave, sick leave, study leave, obligation leave, permission to go out, etc….for all employees and proceeded with the requests applied.
- Used the attendance system to generate different types of attendance reports and to monitor the employees' attendance record.

11/09/2004 – 11/11/2004

**Internship**

**National Bank of Dubai**

- Worked as a trainee in the Human Resources Department:
  - ✓ Evaluated CVs.
  - ✓ Entered applicants' records in the system.

14/02/2004 – 07/04/2004

**Internship**

**Juma Al Majid EPS AFZ**

- Worked as a trainee in the Automation and Fluid Power Center and Developed a Web based application:
  - ✓ System analysis, Preparation of a proposal & software specification, Creation of site map, Creation of database tables, relations and links, Creation of forms and user interface, System development: coding, System integration, Testing and Documentation.

09/08/2003 – 31/08/2003

**Summer Trainee**

**SS Lootah International**

- Worked as a summer trainee in the IT department:

## Education

OCT 2009 – MARCH 2011

**Executive MBA, specialized in Strategic Management / Higher Colleges of Technology-Dubai Men's College**

(GPA 3.73)

2004 – JAN 2006

**Bachelor Degree, Business Information Technology Higher Colleges of Technology / Dubai Women's College**

(GPA 3.71)

04TH SEP 2004 – 24TH NOV 2004

**Certification Program, Certified Professional in Human Resources & Compensation (CPHRC) / Tanmia**

2000 –JULY 2004

**Higher Colleges of Technology-Dubai Women's College / Higher Diploma Degree, Software Engineering Technology**

(GPA 3.53)

1997 – 2000
**High School, Science Section / Maimona Bent AlHareth**
(OVERALL 89.1%)

## Skills

### General Skills

- Teamwork skills
- Effective communication skills
- Problem solving
- Independent learning
- Time management
- Excellent skills in application software (MS Word, MS Access, MS Excel, MS PowerPoint)
- Hard working
- Taking initiatives
- Customer focus
- Results Orientation

### Technical Skills

- Recruitment and Selection
- Manpower Planning
- HR Information Systems
- Employee Engagement
- Employee Relations
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## Languages:

- Arabic: Fluent in reading, writing, and speaking.
- English: Excellent at reading, writing, and speaking
  Completed International English Language Testing System (IELTS 2004) with band 6.

## Awards Received & Achievements:

- Nominated for the Dubai Government Excellence Program for the 2007 category Distinguished Government Employee.
- Won the employee of the month award for May 2006 in Dubai Chamber of Commerce & Industry.
- Awarded for being participated in preparing the nomination paper of the Distinguished Government Division 2005.

## Training Programs:

- March to Dec 2015: General Management for High Performance Program organized by Cranfield School of Management
- 27th to 29th Aug 2013: The 7 Habits of Highly Effective People organized by Franklin Covey
- June 2013: Business Support at Your Service organized by Human Development Solutions
- 1st Nov 2012: Job Evaluation Training organized by Hafner Consultants
- 23rd Sept 2012: Creating a Job Description organized by Hafner Consultants
- 13th Sept 2012: Competency Mapping Principles organized by Hafner Consultants
- 6th to 7th Dec 2011: Effective Manpower Planning organized by IIR Middle East.
- 5th to 6th Oct 2011: Training Needs Analysis organized by Dubai Government Human Resources Department.

- 17th Jun 2010: Assertiveness Skills organized by Spearhead Training.
- 11th to 12th Nov 2009: Labour & Employment Law in the UAE organized by IIR Middle East
- 8th to 12th Nov 2009: Information Security Awareness organized by MIEL
- 08th July 2009: Customized Microsoft Office Visio 2007 organized by Etisalat Academy.
- 21st to 22nd Sept 2009: R12 Oracle HRMS People Management Fundamental Ed1 organized by Oracle University.
- 8th Jan 2008: Customer Service Guidelines program organized by Meirc Training & Consulting.
- 20th to 24th May 2007: Advanced Human Recourses Management Program organized by Meirc Training & Consulting.
- 15th to 19th July 2006: Basics of Human Resource Management Program organized by Meirc Training & Consulting.
- Aug – Sep 2006: ECDL/ICDL 4.0 organized by Dubai University
- 10th to 12th Dec 2005: Arabic Writing Skills organized by the University of Dubai

# Personal Information:

- Date of Birth: 10th April 1982
- Nationality: UAE
- Marital status: Single

# References:

- Available upon request