



Atif Salih

Admin & HR Director

Profile

Experienced Admin & HR Director with a track record of success in managing office operations and HR functions. Skilled in strategic planning, leadership, and multitasking, with a strong ability to work effectively in a team. Known for creativity, good time management, and excellent communication skills. Accomplished in providing excellent customer service and maintaining strong interpersonal relationships. Adept at managing projects and ensuring their successful completion. Committed to delivering high-quality work and meeting deadlines. My goal is to leverage my skills and experience to contribute to the success of an organization in an Admin & HR Director role.

Employment History

Admin & HR Director at Mepcon

January 2012 — January 2024

As the Admin & HR Director at Mepcon, I was responsible for:

- Managing the overall administrative and human resources functions of the company.
- Developing and implementing HR policies and procedures to ensure compliance with legal requirements and best practices.
- Overseeing recruitment and selection processes, including job postings, interviewing, and onboarding new employees.
- Managing employee relations, including handling employee complaints and conducting investigations when necessary.
- Developing and delivering training programs to enhance employee skills and knowledge.
- Overseeing payroll and benefits administration.
- Ensuring compliance with labor laws and regulations.
- Managing employee performance, including conducting performance evaluations and providing feedback and coaching.
- Managing employee records and maintaining confidentiality of employee information.

Expert Admin & HRDM at Ministry of Presidential Affair, Abu Dhabi

2006 — 2010

Create , Implement and Develop best practice of Strategic Admin and HRDM system and procedures succeeds in Admin Improvement by 40% and with HRDM by 78%

Details

Abu Dhabi

United Arab Emirates

0505263082

atifwaad@gmail.com

Skills

Computer Skills

Problem Solving

Fast Learner

Time Management

Adaptability

Microsoft Office

Ability to Work in a Team

Ability to Work Under Pressure

Communication Skills

Communication

Strategic Planning

Leadership

Multitasking

Teamwork

Customer Service

Languages

Arabic

English

Education

BSc, Al Nilain University Khartoum

BSc, Northampton University, City of London

2006 — 2009

International Strategic Human Resource management

Courses

ISO 90001, 24000, UKAS

2002 — 2003