

# FARIS HANEEFA

HUMAN RESOURCE PROFESSIONAL 📍 DUBAI, UNITED ARAB EMIRATES 📞 +971565384054

## ◦ DETAILS ◦

Al Qouz 1  
Dubai  
United Arab Emirates  
+971565384054  
[qasralzainsweets@gmail.com](mailto:qasralzainsweets@gmail.com)

Date / Place of birth  
21/04/2000  
Kerala

Nationality  
Indian

Driving license  
Light Vehicle

## ◦ SKILLS ◦

Employee Relations

Communication

Customer Service

Data Analysis

Microsoft Office

Interpersonal Communication

## ◦ LANGUAGES ◦

Arabic

Malayalam

English

Hindi

## 👤 PROFILE

Motivated and results-driven **MBA graduate** specializing in **HR and Organizational Psychology**, with strong skills in Data Science and Machine Learning. Experienced in employee relations, communication, and customer service, and adept at working collaboratively within a team. Proficient in **Microsoft Office**, data visualization, and using tools like Python and SQL. Committed to continuous learning and professional growth, currently pursuing additional education to broaden my expertise and enhance my HR background. Eager to leverage my diverse skill set and thrive in a dynamic team environment.

## 📁 EMPLOYMENT HISTORY

**Administrator at Qasr Al Wasl for Omani Sweets L.L.C**  
November 2019 — Present

Currently working as an administrator at Qasr Al Wasl for Omani Sweets L.L.C, where I oversee various administrative tasks and ensure the smooth operation of the business. I utilize my organizational skills, communication abilities, and attention to detail to handle a range of responsibilities.

- Manage administrative tasks, including scheduling, correspondence, and record-keeping.
- Oversee daily operations and ensure efficient workflow.
- Handle employee records management and maintain accurate documentation.
- Installed and configured various software applications and services to support the organization's needs.
- Developed and implemented a data backup and recovery system, increasing data security and reducing downtime in the event of a system failure.
- Made significant improvements in the company's accounting area, enhancing expense tracking and data analysis using tools like Zoho, Excel, and others.

## 🎓 EDUCATION

**MBA in HR and Organizational Psychology, Catholic University of Murcia, Spain**  
May 2022 — April 2024

**B.Sc. Psychology, University of Calicut, India**  
July 2019 — March 2022

**Diploma in Data Science(ML and AI), Luminar Technolab**  
November 2022 — March 2023

## ★ Certifications & Academic Projects

1. **Certified Human Resource Management Professional (CMI)**
2. **Academic Projects:**

- **MBA Project:** "A Study to Identify the Locus of Control and Level of Self-Efficacy Among Nurses of Malappuram District in Kerala, India"
- **Bachelor's Project:** "Psychological Wellbeing and Self-Esteem Among Young Adults"