

# MOHAMED NIZAM INSHAF

---

## PROFESSIONAL SUMMARY

I completed the ordinary level in 2016. I successfully completed advanced levels in engineering technology stream in 2019; in the meantime, I have successfully completed my HND in Information technology at Pearson College London. I completed my bachelor's degree, BEng in information technology, at London Metropolitan University. I have a 4-year experience in HR field, and at the same time, I want to mention that I have a 2-year Qatari experience as well.

---

## EXPERIENCE

### HR Administrator, 02/2022-Current

#### Bronze advertising and technology solution company - Doha, Qatar

- Handled employee documentation, including contracts, recruitment paperwork and starter packs.
- Maintained excellent employee relationships by going the extra mile to answer questions regarding company matters.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Updated employee databases when requested, updating items such as sick pay, maternity and holiday.
- Spearheaded company's talent acquisition and recruitment processes.
- Accomplishes department objectives by managing staff, planning and evaluating department activities.
- Answer calls pertaining to HR or forward messages to the right team member.
- Provide support to the recruiting and recruitment process by locating applicants, helping with the shortlisting process, drafting employment contracts, etc. Answer questions and offer advice about HR, both within and externally.
- Develops, coordinates and enforces systems, policies, procedures and productivity standards.
- Answer questions and offer advice about HR, both within and externally.
- maintains quality service by enforcing Quality and customer service standards. Analysing and resolving quality and customer service problems and recommending system improvements

### HR Officer, 02/2020-09/2021

#### Digiton.co.uk - sri lanka, colombo

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.



## CONTACT

**Address:** najma, DOHA, Qatar 00000

**Phone:** 31437680

**Email:** inshafzain100@gmail.com

---

## AREAS OF EXPERTISE

- Employee record-keeping
  - Onboarding document preparing
  - HR document development
  - Microsoft Office
  - Finance monitoring and management
  - Preparing contracts
  - Company policy development
  - Benefits administration
  - HR and recruitment
  - Employment contracts
  - Regulatory compliance
  - ERP system
  - Processing expense reports
  - New employee orientation
  - Resource allocation
  - Programme management
- 

## LANGUAGES

Tamil-native  
English-fluent  
Sinhala-fluent

---

## PERSONAL STRENGTHS

- Monitoring employee performance.
  - Ensuring that all employees are organized and satisfied in their work environment.
  - Overseeing the health and safety of all employees.
  - Implementing systematic staff development procedures.
  - Providing counseling on policies and procedures.
  - Ensuring meticulous implementation of payroll and benefits administration.
  - Communicating with staff about issues affecting their performance.
  - Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
- 

## **EDUCATION**

**Bachelor of engineering in computer network -2023**  
**London Metropolitan university-(E-soft )**

**Higher National Diploma in computer networking , 2022**  
**Pearson college London-(E-soft )**

- Focused, Determined & Career Dedicated
  - Composed under Pressure
  - Work Independently with Min. Supervision
  - Proactive in the Positive Change
  - Convert Crises into Opportunities to Learn
- 

## **REFERENCES**

### **M.N.M. FOWZAN**

Director of Bronze advertising Bronze advertising and technology solution  
phone: +97430243400  
Email : bronzeadv@gmail.com

### **M.G.K Mohamed**

Senior manager at Digiton.co.uk  
Phone: +94777920122  
Email : mgkmoha@gmail.com