

#### CONTACT DETAILS

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- 🛍 Dubai, UAE

#### ACADEMIC CREDENTIALS

# BACHELOR OF BUSINESS ADMINISTRATION – HR

- University of Calicut

# **HIGHER SECONDARY**

SSLC

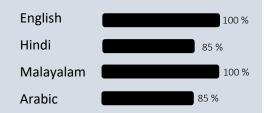
#### **PROFESSIONAL QUALIFICATIONS**

- Diploma in Indian and Foreign Accounting – IAB
- Certificate course in Graphic design
- Advanced Management training- Saanvi HR Academy

#### **COMPUTER PROFICIENCY**

MS Office	****
HR Operations	* * * * *
Administration	* * * * *

# LANGUAGES KNOWN



# SHAFEEK MN

# 4 years of experience in Middle East. Immediately Available for HR, Admin & Documentation roles.

Highly organized and detail-oriented HR Coordinator with a strong background in recruitment and employee records management. Experienced in assisting with the end-to-end recruitment process, including candidate sourcing, screening, and onboarding. Committed to staying updated on HR best practices and trends.

# KEY SKILLS



# EMPLOYMENT CHRONICLE

# HR COORDINATOR | Sept 2022 – Feb 2023

# QATAR STAR SERVICES THE PART OF FIFA WORLD CUP 2022, DOHA, QATAR

- Managing and interacting with 1500+ staff all over the world.
- Maintain and update employee records.
- Handling all labour-related issues.
- Monitored, recorded daily attendance, and processed payroll.
- Schedule and conduct training, meetings, and programs.
- Preparing daily reports and presenting to FIFA, venue manager, and head of departments.
- Issue access cards, uniforms, and salary cards.
- Check and maintain reports on overtime, late coming, and absenteeism.

# HR ADMIN ASSISTANT | Oct 2020 – Aug 2022

#### WARD AL YASMEEN TRADING CO. W.L.L, DOHA, QATAR

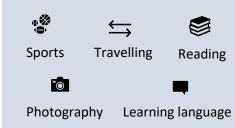
- Maintain digital and electronic records of employees.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Conduct orientations and update records for new staff.
- Implement new strategies in HR operations.
- Manage employee attendance and punching.
- Stay up to date with the latest HR trends and best practices.
- Assist with the recruitment process by identifying candidates,
- conducting reference checks, and issuing employment contracts.

# OFFICE ADMIN ASSISTANT | Jul 2017 – Nov 2019

#### MAX EXPRESS COURIER SERVICE L.L.C, DUBAI, UAE

- Oversee all administrative processes, including the filing system for new and existing clients and creation of the master schedule.
- Edit documents for accuracy.
- Perform various administrative duties such as filing, typing, copying, binding, and scanning.
- Manage employee attendance and punching.
- Maintain executive correspondence by fielding calls, reading and responding to emails, and organizing mail.

#### INTERESTS



#### REFERENCE

Available upon request

# **OTHER SKILLS**

- Communication Skills
- Leadership Skills
- Filing and Documentation
- Social Media
- Team work and coordination

#### PERSONAL DOSSIER

Gender
Date of Birth
Nationality
Marital Status
Visa Status

: Male : 29-07-1992 : Indian

: Married

: Visit Visa

# DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

#### SHAFEEK MN