



## **Amina Sherieff**

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### **PROFESSIONAL SYNOPSIS**

- Motivated achiever with over 4 years of significant, progressive experience in Human Resources Generalist role, focusing predominantly in areas of HR Administration, Recruitment, Payroll Operations, Organization Culture Development, On & Off Boarding, Employee Benefits, Performance Management, Employee relations & recognition programs.
- Have extensive experience in collaboration with Senior & Middle Management on cross functional projects like Department/Branch setup, company events (seminars, Town halls, Open houses) and ISO 9001 accreditation of the company.
- Organizational abilities | Multi-tasking | Detail oriented | Meticulous performer | Positive attitude.
- Ability to handle sensitive, confidential, and interpersonal matters adequately.
- Effective communication; written, oral and through presentations.
- Ability to work effectively in a culturally diverse and highly matrixed environment.
- Acquire highly developed sets of skills, demonstrating constant interest in learning and specializing in HR related fields.

### **ORGANIZATIONAL SCAN**

United Gulf Equipment Rentals-Sharjah
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Since: June 2011 to Nov 2015
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#### **HR Generalist [Assistant Manager]**

*Bought on board as an Assistant Manager in Jan 2014, to take charge of HR functions following transition of the Head of department; continued on performing responsibilities as mentioned below:*

- Liaising with line managers across GCC (UAE, Oman, Qatar & KSA branches) in hiring process, which includes defining job descriptions, coordinating job posts, screening & shortlisting candidates, manage offers and finally on board new hires.
- Ensuring maintenance of recruitment database and analysing the same to gather strategic inputs for workforce planning, headcount analysis etc.
- Assists in the development and implementation of personnel policies and procedures and communicating the same through HR Newsletters, corporate videos and various presentations on intranet.
- Responsible for Induction program to new joiners, making them understand about the company policies & procedures and adherence to employee code of ethics.
- Hands-on experience implementing competency based Performance Management System (SRG).
- Administer the On-Boarding procedure by providing guidance and support to offer holders complying with corporate and governmental procedures, liaising with Public Relation Officers (PROs) and external service providers.
- Leverage internal communication to employees for understanding and participation in reinforcing company's culture and core values through employee surveys and various recognition programs.

- Provide accurate recording of all insured staff and dependents to external agents at the time of inception & cancellation of Medical Insurance; communicate the policy to staff and answer any queries related to claims.
- Verifying time reports, update, compute, maintain up-to-date leave/flight ticket accrual and ensure finance team is kept informed with respect to salary adjustment.
- Knowledge about WPS and all aspects of payroll processes and maintaining up-to-date payroll records in ERP software (Olive).
- Prepare correspondence and memorandums on current payroll issues.
- Facilitate calculation of end of service benefits; liaise with the PRO's for cancellation of residency visas and ensuring smooth exit.
- Maintain and update company organization chart.
- Maintain employee records in HRIS (Olive) and compile reports from the database.
- Handle complete business related travel arrangements for Senior & Mid-level employees including visa, flight and stay requirements.
- Responsible for reconciling department's petty cash.

### **Human Resources Officer**

*Joined as an HR Assistant, was later promoted to HR officer title due to outperforming during probationary period.*

- Assisted staff with routine HR related questions, served as the first point of contact for employees.
- Managed, organized and updated files, records, correspondence, charts and reports.
- Set up meetings and interview schedules as part of recruitment process – Received applicants and guided them, functioning as company representative.
- Organized professional training courses.
- Ordered and managed supplies, organized office staff lunches.
- Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.
- Assist HR Manager on all daily activities.

### **EDUCATION**

- Master in Business Administration (MBA) in HR
- Bachelors in Business Management
- Certified on Business modules from Harvard Manage Mentor (HMM)
- Attended seminars on Leadership Development, Finance for Non Finance, and Creating Winning Strategies

### **PERSONAL DETAILS**

Visa Status	: Husband Sponsorship
Nationality	: Indian
Date of birth	: 10-04-1989
Driving License	: Valid UAE license
Availability/Notice period required	: Immediate

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