

Reem Salem Mubarak Al Ali

- **NATIONALITY:** United Arab Emirates
- **connect No :** 0504099199
- **E-Mail:** Reemalali3014@gmail.com
- **LOCATION:** Abu Dhabi



PROFESSIONAL SUMMARY:

In line with the UAE's vision in localize all jobs in government and private institutions in the country and attract young Emirati competencies, and the need for your esteemed organization to Designation the young potentials in the field of (human resources management), and my desire to invest my scientific capabilities in your institution.

PROFESSIONAL COMPETENCIES:

- Human Resource recruiter

SKILLS:

- Microsoft Office \MAC
- Time management and team work
- Email and internet Explorer
- Communication skills

PROFESSIONAL EXPERIENCE:

Company: kawader Human Resource consultancy
Position: Human Resource recruiter
Date: 24,January 2023- present
Location: UAE- Abu Dhabi
Job role :

- Coordinate with companies/managers to set up interviews with prospective employees.
- Review resumes and interview applicants to determine if they are qualified for the position.
- Screen CVs to administer candidate short list and selection process.
- Daily usage of recruitment channels such as: LinkedIn, bayt, Naukrigulf, etc -
- Receive recruitment requests.
- Follow up for updated job descriptions in order to call candidates.
- Mediating between candidates and hiring managers.

- maintaining a database on employees for future vacancies.
- Handling the recruitment selection process of candidates.
- Answering daily emails.
- Creating governmental cv form for candidates.
- Translating job descriptions.
- Daily calls with candidates and management for interview updates or any other type of updates.

TRAININGS AND SEMINARS

(internship)

Company: Ras Al Khaimah Police Headquarters -Human Resource Department

Date: 26/05/2019 to 18/07/2019

Location: UAE-Ras al Khaimah

Job role :

- (Rehabilitation and Training Department) :Inserting the names of the employees affiliated with the courses in the system - Inserting the data of the new trainees in the system .
- (Selection and appointment Department) : Inserting applications for appointment and employment in the system .
- (Employee performance evaluation Department) : Insertion the employees appreciation certificates in the system

Company: The Center of Excellence for Applied Research and Training of the Higher Colleges of Technology

Date: 26/05/2019 to 18/07/2019

The field :

- English - 120 hours
- Information Technology - 30 hours
- Specialization Customer Service Officer - 330 hours

PROFESSIONAL EDUCATION:

- **2019 : Bachelor of human resource management – higher college of technology**

PERSONAL INFORMATION

Date of Birth: 14 August 1996

Gender: Female

Marital Status: married

Languages Spoken: English\Arabic

UAE Driver's License :holder