

Dear Sir\ Madam,

I have completed my Bachelors Degree in General management at the (University of Wollongong Dubai) and Graduated in October of 2014.

I'm looking forward to conducting career on HR. I'm confident that I have the technical qualifications to meet the requirements as I strongly believe that completing this position will serve my goal of a career to become an HR expert at esteem organization.

In the future I would like to pursue my career in the HRM industry and I like to be involved in finding ways to overcome challenges. My ambition is to become a senior HR manager.

In addition, I am an ambitious person and have a great desire for success. My eagerness for success and been the best in my role with the support of my family is a great combinations that guarantees success. I strive for gaining superior knowledge and I believe my knowledge will expand by taking advice from pioneer Managers.

Being born in a family that has always encouraged learning to the fullest extent our inherent gifts, I have succeeded in every academic venture I have undertaken. I have adopted my parents' standards of how to conduct myself in life, to be disciplined, and to work hard at everything I do. I have an inquisitive nature, and enjoy challenges and mysteries.

Finally, I believe that life is a constant learning process and I am confident that I have the responsibility, skills and qualifications to meet the job requirements. I am certain that my passion, willingness and ambition will help me to become a successful HR assistant and manager in the near future.

I look forward to hearing from you.

Sincerely,

Eiman Ali Bilal Siddig

Mobile: +971501388434

faith.as@live.com

Eiman Ali Bilal Siddig



Nationality: Sudanese

Email: faith.as@live.com

Languages: Fluent in Arabic & English

PERSONAL PROFILE:

Highly self motivated Graduate, mature, responsible and hardworking individual, who always strive to achieve a higher standard possible, with excellent communication skills, keen to learn, have the ability to work effectively within a team and independently.

EDUCATION:

University of Wollongong in Dubai-Australia; 2010-2014 - Bachelor of Commerce: General Management Major.

TRANINGS:

- Aconex Certificate.
- Certificate from Abu Dhabi Statistical Training Institute. February 2016.

WORK EXPERIENCE:

Executive Secretary

**Salim Bin Bahyan Advocates and Legal Consultant, Al Ain, UAE
October 2019 to Current.**

- Perform comprehensive administrative services to Director.
- Perform legal and secretarial work as required.
- Coordinate day-to-day operations of the office, including: e-mails, mail, phones, visitors and expenses.
- Handle confidential documents ensuring they remain secure
- Maintain agenda and assist in planning appointments, and meetings
- Respond to public inquiries

**Executive Secretary To MEP manager and Training Coordinator,
Al Faraa General Contracting (AMMROC project), Al Ain, UAE
January 2017 to August 2019**

- Monitor Aconex and tracking important email
- Reading Drawings and preparing Reports for MEP services eg. Acoustic reports.
- Preparing daily reports and manpower
- Prepare and formatting emails of the Manager
- Preparing letters to the client team
- Organizing percentage of site inspections of ATPs(MEP).
- Coordinate with project management team for training, sending invitations and other related submissions
- Tracking pending and outstanding ATPS
- Preparing Summary of WIR (Work inspection Report) approved / rejected.
- Communicating to planning department and related construction team to expedite the pending ATPs.
- Creating meeting charts and sending the request to the concerned as per the request of the Managers.
- Updating Drop-box for tracking the progress of site.

WORK EXPERIENCE:

**Administration and Operation Executive,
Sheffield Holdings – 101, Dubai, UAE
January 2016 to January 2017**

- Preparing legal Documents for Dubai land Department in English and Arabic
- Translating Legal papers and updates data in Excel sheet
- Dealing directly with the PRO regarding employees legal papers , medical insurance and labor card papers required
- Assisting HR manager in selecting potential candidates and doing the preliminary interviews.
- Dealing with the office day to day operations such as employees attendance list, drivers, visitors,
- Translating meetings conversations between Arabic visitors and managers.

**Executive Secretary (Part time),
Salim Bin Bahyan Advocates and Legal Consultant, Al Ain, UAE
June 2014 to June 2015.**

- Receive and screen phone calls and redirect them when appropriate
- Handle confidential documents ensuring they remain secure
- Maintain agenda and assist in planning appointments, and meetings
- Respond to public inquiries

**Voluntary worked as Tele- statistical agent - Abu Dhabi statistical Institute
February 2016**

SKILLS:

- Fluent in both English and Arabic (Writing and Speaking).
- Proficient in implementing innovative policies and procedures related to business administration programs.
- Ability to plan, manage and design various public relations and customer services. Programs and strategies.
- Effective Team Player & Leader.
- Can work under pressure.
- Goal Achiever.
- Organized and always prepared.
- Self-Starter.
- Data organization and storage knowledge
- Can work effectively with minimum supervision. Can manage and create professional teams that serve the goals of the organization perfectly

HOBBIES AND INTERESTS:

Learning new languages (Under learning Spanish level 2), traveling, Fashion designs, movies, listening to music, playing violin, wii games, Friends gathering, Reading, searching documentary programs

COMPUTER SKILLS:

Microsoft office, word, Power Point and Excel.
Macintosh

PERSONAL DETAILS:

Visa status: own visa
UAE driving license available

Reference:

All available upon request.