
Aspiring for Human Resources / Management Position in an organization of repute

- Results oriented, highly focused with **5+ years' rich experience** in diverse portfolios and delivering on organizational commitments; major experience across all facets of Human Resources, Research work in the Real Estate sector and Customer services amongst others.
- Acumen in training personnel, problem solving for complex reports and engendering data entry.
- Proven expertise in searching public and private records to compile a list of legal instruments pertaining to property titles including mortgages, deeds and assessments for insurance, real estate and tax purposes.
- Hands on expertise in hiring, imparting training to entrants, employee development, supervision and providing assistance to the concerned authority in pay roll.
- A keen planner, strategist, and implementer with sound knowledge in drafting employee manuals and training the entrants in implementing it professionally and effectively.
- Dexterous at cash management, finalizing employees' schedule, crafting new concepts for advertizing and sales enhancement, calculate and process the inventory amongst an array of others.
- An effective communicator with proficiency in managing work and deliver as per organizational needs and specifications.

PROFESSIONAL VALUE OFFERED

Human Resource Functions	Training Initiatives	Communication Skills	Research Work
Problem Solving	Drafting Manuals	Crafting Invoices	Data Entry
Cash Management	Processing Inventory	Routine Operations	Employee Development
Recruitment	Pay Roll	Cash Register Operations	Clerical Tasks
Customer Services	HR Operations	MS Office Suite	Team Dynamics

CAREER PROGRESSION

Manager, [REDACTED]

- Efficiently performing and preparing real estate property title search.
- In charge of searching public and private records to compile a list of legal instruments pertaining to property titles including mortgages, deeds and assessments for insurance and real estate and tax purposes.
- Responsible for training employees in performing title searches in Virginia and Maryland Counties.
- Judiciously bringing about problem solving for complex reports.
- Drafting employees manual and training the new hires in implementing the required skills efficiently.
- Crafting invoices for payment and completing the data entry work.
- Ensuring deadlines are met.

Store Manager, [REDACTED]

- Accountable for cash management, finalizing employees' schedule, creating new concepts for advertizing and sales enhancement, calculating and processing the inventory and report to the General Manager on a daily basis.
- Generated annual sales of over \$500,000.
- Cautiously resolved customer service issues and provided excellent customer service that engendered customer satisfaction.
- Responsible for an array of HR functionalities including- hiring, training, employee development, supervision, and training employees.
- Assisted the general manager in pay roll related activities.

Customer Service Representative, [REDACTED]

- Responsible for customer service functionalities including order taking and cash register operation, and engendering customer satisfaction.
- Provided excellent customer service which included answering customers' questions, solving their problems, listening to their wants and needs and provided detailed information on the new item range.
- Improvised the customer services based on the client's feedback.

Internship, [REDACTED]

- Created and maintained employees' files on the system and participated in completing all the Human Resources' tasks on a daily basis.
- Assisted the Human Resources Manager in transferring the employees' files on the system.
- Performed filling, faxing, copying and other clerical tasks and assisted the Human Resources Manager in maintaining the pay roll for 120 Employees.

Volunteer, [REDACTED]

- Assisted the organization department to prepare for the annual convention.
 - Contacted all A.D.C members to update their membership.
 - Maintained sound relations with the Data collectors.
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EDUCATION

- Masters of Business Administration, HRM from [REDACTED] 3.75, Dec 2009
- BA, Business Administration from [REDACTED] Jordan, Jan 2005

IT PROFICIENCY

- MS Office Suite
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Languages Known: English and Arabic

References and Verifying Documentation Furnished upon Request