



+974 3099 3042

hanas.smart25@gmail.com

AHAMED HANAS

EXPERIENCE

ZARA

ZARA

VENDOME MALL - QATAR

Store keeper – 2022 - PRESENT

- Provided customers with knowledgeable and friendly service in a fast-paced store environment.
- Advised customers on product features and recommended appropriate merchandise.
- Worked as a team member to achieve store sales targets
- Managed stock levels and replenished merchandise as necessary.
- Ensured store shelves and displays were clean and organized.
- Prepared and presented merchandise on the shop floor in an attractive way



GRUPO PUENTES (MIDDLE EAST AND NORTH AFRICA)

DOHA-QATAR

PUENTES INFRASTRUCTURES SLU.

HR Admin Officer – 2020 to 2021

- Updating to payroll system all the deductions, attendance, overtime, allowances etc.
- Responsible for hotel bookings and business trip ticket of Managers.
- Coordinating with the payroll in-charged personnel in Spain Head Quarter with regards to
- Preparing and sending the memo to all employees.
- Providing the information to all employees regarding the new company policy.
- Responsible for the distribution of Qatar ID, company ID and any other original documents
- Preparing employment certificate, salary certificate, warning letter, termination letter etc.

A.R.M DISTRIBUTORS – SRI LANKA

HR Admin Officer – 2019

- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Create regular reports and presentations on HR metrics
- Answer employee's queries about HR-related issues

DIVISIONAL SECRETARIAT – SRI LANKA

HR Admin Officer – 2019

- Investigate and understand causes of employees absent.
- Preparing workers monthly overtime report & attendance.
- Updating to payroll system all the deductions, attendance, overtime, allowances etc.
- Preparing the final payroll report to be approved by the management.

SUMMARY

Demonstrated excellent leadership in recruitment and retention etiquettes Strong negotiating and mediation skills and a thorough knowledge of applicable employment laws Processes considerable working knowledge with 4 years of hands-on experience in human resources management and 1 year of sales knowledge.

TECHNICAL SKILLS

Microsoft Office: (PowerPoint, Excel, Word.)

PERSONAL SKILLS

- Creative spirit
- Reliable and professional Organized
- Time management Team player
- Fast learner Motivated

SOCIAL

<https://www.linkedin.com/in/ahamed-hanas-1338401a0/>

LANGUAGES

❖ TAMIL

Native speaker

❖ ENGLISH

Fluent (speaking, reading, writing)

EXTRA ACTIVITIES

- Expense reimbursements
- Reviewing Data
- Investigating discrepancies
- Processing mileage
- Math Skills
- Filling
- Financial Software
- Checking time cards
- Recording Data
- Multitasking abilities

EXTRA SKILLS

- Strong administration skills.
- Familiarity with business software such as Microsoft Office.
- A high level of confidentiality.
- Excellent interpersonal and customer-facing skills.
- Strong communication skills, both written and verbal.
- The flexibility and willingness to learn.
- The enjoy working with people.
- Tact and diplomacy.
- Good administrative skills.
- The ability to work as part of a team.
- The ability to work accurately, with attention to details.

AHAMED HANAS

PERSONAL DETAILS

FULL NAME	AHAMED HANAS NAGOOR THAMBY
PASSPORT NO	N5327495
DATE OF BIRTH	25 TH JULY 1997
SEX	MALE
STATUS	SINGLE
NATIONALITY	SRI LANKA
CURRENT LOCATION	QATAR
CONTACT NO	+97430993042
EMAIL ID	hanas.smart25@gmail.com

PROFESSIONAL QUALIFICATIONS

- ❖ **BA (HONS) in Business Administration (TOP-UP)**
LONDON METROPOLITAN UNIVERSITY
ESOFT METRO CAMPUS – BATTICALOA, SRI LANKA
(10th September 2020)
- ❖ **BTEC level 5 Higher National Diploma in Business Management**
ESOFT METRO CAMPUS- COLOMBO, SRI LANKA.
(25th April 2019)
- ❖ **Information & Communication Technology Technician (NVQ LEVEL 04)**
DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING
(DTET) - SRI LANKA (06th April 2019)
- ❖ **Diploma in Computer Application and Web (Equivalent to ICDL)**
IDM NATIONS CAMPUS (06th November 2015)
SRI LANKA
- ❖ **Certificate in Counselling (Faculty of Art & Culture)**
EASTERN UNIVERSITY – SRILANKA (06th September 2019)
REGISTRATION NO: – EMS/2009/CO/54
- ❖ **Certificate of Membership (ACPM)**
THE INSTITUTE OF CHARTERED PROFESSIONAL MANAGERS OF
SRILANKA: – ACPM01590 (14th February 2020)

I hereby certify the information furnished above is true and accurate to the best of my knowledge