



REDA MBARECH

Myworker2@outlook.com

PHONE NUMBER : +212698614000

I. Professional
I. Attributes

Winning, results oriented and extremely motivated retail professional with 4 years’ significant and progressive experience and management experience, I have a proven track record of maximizing retail profitability and prepared carry out all tasks HR control, successful retail operations. Always set to go extra mile to provide excellent, I fully understand the importance of organization’s mission. Now, seeking a challenging and exciting position within a busy and ambitious retail environment that will help me continue my career progression

CORE KNOWLEDGE &SKILLS	INVENTORY MANAGEMENT LOSS PREVENTION	TRAINING SUPERVISION ADMINISTRATIVE MANAGEMENT	VENDOR / SUPPLIER MANAGEMENT COST CONTROLS	RECORDS MANAGEMENT EXECUTIVE PRESENTATIONS
PERSONAL SKILLS	PROFESSIONAL DEMEANOR INVENTORY MANAGEMENT PLANNING EXECUTION SKILLS	ORGANIZING SKILLS LEADERSHIP SKILLS TACTFUL IN RESOLVING DISPUTES	TIMES MANAGEMENT INTERPERSONAL SKILLS CULTURAL SENSITIVITY	ANALYTICAL DECISION MAKING DETAIL ORIENTED COMPUTER LITERACY

HR PRO
13/11/2017

QANAWAT CONCCET SLOUTION L.L.C

06/06/2016 -TO-

Currently handling an internal team of HR – Relationship PRO IN Dubai, Develop and maintain relationship with employment agencies and other recruitment sources Responsibility includes employment, compensation, labor laws and training and development

Provide advice, assistance and follow up on company policies, procedures and documentation
Coordinate the resolution of specifies policy related and procedural problems and enquiry Recommend, develop and maintain human resource data base, computer system and manual filling systems
Rationalize manpower utilization & carryout appropriate rightsizing activities Handling all the operation queries of the candidates which includes there Salary certificate, NOC, Experience letter, Visa, Labour & Insurance card cancellation and last but not least renewal of the contract. Leading a godliness held by operation team to make sure process running smoothly. Includes one on one integration to the client to help them to understand the market demand in terms of supplying skilled manpower to them. Keeping track of all the reports related to Operational front for Business Review.

Ultimate Human Resources Solutions (UHRS)
PRO / OFFICER

December 2014 – February 2016

Integral part of increasing outsourced staff by 85% Type all visa applications Provide professional Arabic letters for National authorities Be the point of contact for UAE labour and visa related queries Achievements Osmosis take on the effective and reliable management of all subjects and the needs of companies and institutions to delegate services to achieve the highest levels of customer satisfaction.

Organize periodic renewal of employment visas and licenses

- Submission of correct documentation for employment and dependent visa applications
- Submission of correct documentation to obtain licenses
- Arrange medical tests and accompany employees to the medical Centre
- Accompany the employee as they exit the country
- Maintain a spreadsheet of expiry/ renewal dates
- Manage a database of all passports and residence visas

Clearing in government departments in the United Arab Emirates in general and in particular Dubai And all the ministries and the private sector and the establishment of companies and factories from A to Z And self-limited liability companies and factories, and business services. And meetings and conferences Related business and the establishment of formal contracts and ratification with the notary. Both male business - Residencies and investor visas procedures- Entry permits- Change the situation- Emirates ID Card- Health Card- Residence visa Visa procedures and accommodation of workers- Work Permits- Card and the labour contract- Entry permit- Emirates ID Card- Medical examination- Health insurance cards- Residence visa - Accommodation procedures- Visas and family stays - Visas and residency permits domestic servants I have utilized my education and training to familiarize myself with the UAE visa and immigration process. This includes online applications via the E-dirham, medical typing, visa cancellations, and various N OC required within the UAE.

Since December 2013 I have been immersed in the UAE visa arena thanks to my joining in the unique area of outsourced labour. I have gained immeasurable knowledge on handling visa applications, company responsibilities, and UAE labour law/ procedures Provide HR support and advice to employees and line managers, explaining policies and procedures in a timely and effective manner Assist in the development of HR policies and procedures Administer the performance management system Enter data into the HR system so that accurate records are maintained, Provide data for and prepare management information reports Liaise with payroll Manage the absence recording system Manage the holiday

recording system Administer the probationary review periods Maintain and develop the personnel
filing system Manage the leaver administration process Provide support in investigations for
disciplinary and grievance procedures Assist the HR Officer with the development and maintenance of
human resource policies and procedures Work closely with the PRO and Government officials to get
employee/ family visas etc UAE visa application and cancellation Liaising with UAE government
Ministries and offices Labour permits Implement and facilitate new policies and procedures
Compose NOC s , visit visa applications and letters, and Arabic correspondence Author both internal
and external communications Impeccable customer service skills Rapidly learn and master computer
programs and functions such as: Office, e-dirham, and MOL Schedule, manage, and conduct my duties
as required by business HTML: Authoring & Internet Management & Network

o High Value Customer Service Executive

Dubai First

Dubai, United Arab Emirates | December, 2013 - November, 2014

Arabic whit UAE Outside Sales Resume Objective Statements

Seeking an Outside Sales Representative position with a vibrant company utilizing over 1 years

- o sales experience to contribute to the sales bottom line and improve company revenues. Highly
- o effective communication skills, demonstrated persuasive and negotiation skills together with
- o strong organizational skills ensure co

Give 100% customers satisfaction.

Maintaining inventory periodically

Keeping track of ageing inventory and dead items

Maintaining weekly & monthly reports/ trackers

Assist stock availability and proper product display

Organize, control and maintain security of stockrooms and display areas

Answer customers queries and providing product information

Providing customer needs and explaining product advantages

Inform customers about upcoming new models, product launch & special offers

Meeting & Exceeding the target.

Maintain organization of the store and the staff.

Education

Academic Degrees: Bachelor's Computer Science

Technical School of Applied Computer & Management Sciences Diploma of professional Qualification

Serial no – K0209/Q/1112/028257

Certificate computer Graphic Ecosiam Group

Certificate Associate Adobe visual communication Using: Exam reference #: 15128453

High School Diploma in Science & Physics – Jaber Ibn Hayan College Mohammedia/MOROOCO

PERSONAL DETAILS CONTACT

Nationality: Moroccan

Date of birth : 31/01/1992

Marital status: Single

Languages: English, French, Arabic

Interests: Shopping, Music, golf