



**Nawras Nasser**  
HR & ADMIN GENERALIST

**Date of birth:** 08/01/1983

**Nationality:** Syrian

**Gender:** Male

**CONTACT**

United Arab Emirates  
(Home)

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**ABOUT ME**

I was, and still am believing that the return of giving is to raise the strength and potential of the person himself. Giving is a form of work represented in: learning, perseverance and diligence, searching for opportunities and areas to highlight your capabilities and giving, that is, achieving personal benefit and others. Life is giving and patience to hope.

**WORK EXPERIENCE**

**09/10/2004 – 11/11/2005 Qatar, Doha**

**Assistant Administration Manager Ali Bin Ali Group**

1. Meet and greet clients and visitors.
2. Maintain hard copy and electronic filing system.
3. Research, price, and purchase office furniture and supplies.
4. Coordinate and maintain staff records.
5. Setup and coordinate meetings and conferences.
6. Maintain and distribute staff weekly schedules.
7. Support staff in assigned project based work.
8. Update and chase delegated tasks to ensure progress to deadlines
9. Take initiative in manager's absence.
10. Keep projects on schedule.

**2005 – 2006 Qatar, Doha , Human Resources And General Services**

**Coordinator Ali Bin Ali Group**

1. Develop guidance notes, policy documents and reports in order to ensure the appropriate and effective retrieval of management and personnel information
2. Coordinating new hired employees paperwork
3. Processing payroll, including updating timekeeping and organizing documents to be sent to central payroll office
4. Assist employees with benefits questions or general HR issues
5. Working on special projects for our central office

**2007 – 2009 Qatar, Doha**

**Human Resources And Administration Officer , Al Mana Mapls**

1. Prepare Regular reports on expences and office budgets
2. All kind of immigration work, visa labour work visa renew, and trade license all kind of knowledge.bank account open like credit / Debit card.
3. Well knowledge about MOI , EVG , Municipality services, Traffic Department
4. Administrative assistants play an important role in organizing, managing, and keeping an office running. Most administrative assistants are responsible for clerical and organizational tasks like file organizing, scheduling appointments, assisting other staff members, and drafting correspondences or messages.

**01/02/2009 – 01/10/2011 Qatar**

**Human resources officer Almana Group ( Head Office)**

**Responsibilities:**

1. Manage the end-to-end recruitment process, from sourcing and interviewing to on-boarding.
2. Administer HR policies and procedures, ensuring compliance with relevant labor laws and regulations.
3. Handle employee relations, addressing concerns, and promoting a positive workplace culture.
4. Coordinate training and development programs to enhance employee skills and performance.
5. Maintain accurate HR records, including personnel files and timekeeping systems.
6. Manage benefits administration and assist employees with any related inquiries.
7. Support HR initiatives and projects to improve overall employee satisfaction and engagement.
8. Maintain employee records (soft and hard copies).
9. Update HR databases (e.g. new hires, separations, vacation and sick leaves).
10. Assist in payroll preparation by providing relevant data, like absences, bonus and leaves.
11. Prepare paperwork for HR policies and procedures.



- 12. Process employees' requests and provide relevant information.
- 13. Coordinate HR projects, meetings and training seminars.
- 14. Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes.
- 15. Manage the department's telephone center and address queries accordingly.
- 16. Prepare reports and presentations for internal communications.
- 17. Provide orientations for new employees by sharing on-boarding packages and explaining company policies

**01/11/2013 – 2023** LATTAKIA, Syria

**A lawyer, a professor who leads a work team in legal and administrative consultations** Lawyer

- 1. Legal and commercial arbitrator,
- 2. Member of the Justice Center for International Legal and Commercial Arbitration.
- 3. Responsible for the legal affairs of the Red Crescent, Damascus branch.
- 4. Consultant in establishing companies, distributing administrative tasks, and the art of corporate leadership and management.

## EDUCATION AND TRAINING

**01/09/2000 – 05/05/2005** DAMASCUS, Syria

**Bachelor Degree in LAW** Damascus University Syria

**Address** 011, DAMASCUS, Syria

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Arabic

**Other language(s):**

**English**

**Listening** B2

**Reading** B2

**Writing** B2

**Spoken production** B2

**Spoken interaction** B2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Power Point | Outlook | Google Drive  
| Facebook | Skype

## ADDITIONAL INFORMATION

**Driving Licence**

**Driving Licence: Qatar**

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