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PERSONAL INFORMATION:

NAME: SAHRA AW ELMI
DATE BIRTH: 2-10-1994
GENDER: FEMALE
MARITAL STATUS: SINGLE
P.O.B : AL-AIN , UAE
NATIONALITY: SOMALIA
ADDRESS: DUBAI
VISA STATE : EMPLOYMENT

CONTACT

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📍 Al-Ain
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LANGUAGES

English
Arabic
Somalin

SKILLS

Microsoft office (word , Excel , power point)
IT & Networking
Creativity (out box thinking)

SAHRA AW ELMI

HUMAN RESOURCE EMPLOYEE



PERSONAL STATEMENT

Professional, motivated and responsible person. Love to present my work in the best I can with much hard working and very determined(insistent) in completion the task .

I enjoy working with other and able to work unsupervised. I have excellent communication skills, always keep a positive attitude and have the ability to learn quickly, besides I am Efficient at work.

WORK EXPERIENCE

2012-2018 | Private Teacher

Teaching kids at Home .

2014 - 2015 | Typist

Working in Entering customers data in immigration , EID system , Making personal photo`s using photoshop , multiple website for resisting the student or the new business Company .

02/2016 - 02/2023 | HR Employee

- Manage employees in the system such as Payrolls , leaves and all there Official documents .
- Specialize as E-service for the company .
- Managing local and GCC employees registration and resigns
- Guiding the new employees into our strategies
- Managing Employee question and guidelines and leading Them .
- Making the first HR guide , it was in 2017 as less than a year by been hired.
- Creating more than 20 new procedures and politics The company .
- Fix , renew and update more than 50 technical issue in our oracle system co-operating with the IT staffs .
- Been the Best Employee of the year for 2 times in my 5 working years .
- All that and still have My creativity energy for more and more .

ACADEMIC BACKGROUND

- ❖ UM EL EMARAT SECONDARY SCHOOL (2011-2012) ,GRADATED ON JUNE 2012
- ❖ MINI MPA
- ❖ IC3 , PRE - IELETS
- ❖ MORE THAN 4 CERTIFICATE IN HR DIPLOMA MANAGEMENT
- ❖ PROFESSIONAL ANALYSIS CERTIFICATE
- ❖ ACTIVE COMMUNICATION SKILLS CERTIFICATE