
REEM HAJ KAB

Mob#: +965 69696563 | E-mail: reem.haj91@hotmail.com



Professional Profile

Highly qualified with Five plus years of Executive Administrative Support, HR, Project and Staff Management. I had extensive work experience in office environments as Clinics & Real Estate sectors, giving me varied skills and the ability to work with many different types of people. Seeking for a challenging environment that encourages learning and provides exposure to new ideas with which I can disclose my multifaceted technical and analytical capabilities backed by strong will, thereby accelerate personal professional growth and support growth of your organization.

Experience

Admin Supervisor

Aug 2011 - Present

Basma Dental Clinic, Kuwait

- Performs customer service functions by answering employee requests and questions.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the director of HR.
- Makes photocopies, faxes documents and performs other clerical functions.
- Filing the personnel documents into appropriate employees files.
- Assists or prepares correspondence.
- Prepare new employee files.

Provide high-level administrative & Sales support by conducting requests, and performing clerical functions such as preparing correspondence, welcoming visitors, arranging calls, and scheduling tour visits. Using a variety of Microsoft programs to produce correspondence and documents as performing related functions delegated or assigned, focusing on Public relations and customer orientation.

Formal Qualification

Major: Business Administration

University: Arab Open University

City: Kuwait

Status: Under process

Professional Skills

Management Skills:

Multi-tasking, Team management, Project Management, customer Services, Event Planning, Operational Planning, HR Skills

IT Skills:

Microsoft Office (Word, Excel, PowerPoint & Outlook) Software
(Oracle System, F2F System, ASPEN system)

Languages

Arabic: Native Proficiency

English: Full Professional Proficiency

Personal Details

Date of Birth: 17th May 1991

Nationality: Syrian

Visa status: Transferrable issue No. 18

Status: Married