

# Curriculum Vitae

**Rasha “Mohamed Deeb” “Hab Al-Ruman”**

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## **Field: (Human Resource & Administrative)**

### **Personal Information:-**

Nationality : Jordanian  
Place Of Birth : Kuwait  
Gender : Female  
Address : Hawalli, Kuwait

### **Available:-**

Kuwait Driver License Valid , Issuance Date On 2001  
Transferable Visa No. 18

### **Key Skills:-**

- Proven Team Player, Strong Organizational Skills, Able To Grasp New Technologies, Willing To Work Hard To Achieve Employer Objectives And Meet Deadlines.
- Skilled In Tracking Data, Preparing Reports, Able To Multi-Task Effectively. Committed To Superior Customer Service, Confident And Period In Interactions With Individuals All Levels. Maintains The Good Will To Ensure Positive, Productive, Long –Term Working Relations With People Of All Levels.
- Proficient At Managing Existing Day To Day Processes While Developing And Implementing New Business Strategies In Dynamic And High Pressure Environments.
- Trouble Shooter & Responding Quickly To Customer Queries Or Issues.
- Worked dependently To Determine Methods And Procedures For New Assignments.
- Computer Proficiency & Managing Files & Information & Communication.

### **Qualification:-**

- \* **The Degree Of Bachelor In The Specialization Of Sociology From University Of Science & Technology. Graduated: 2013**
- \* **Studied Business Administration(System) From Arab Open University Of Kuwait (AOU). From 2005-To: 2008**
- \* **Professional Certificate In Computing And Programming From The American University In Cairo Center.**
- \* **Training Diploma In Human Resource From Al-Athary Al-Ahli Institute , Kuwait. Graduated: 2015**

### **Work Experience:-**

#### **\*H.R. & Admin. in MD and Tech. CO. + Beyond Organic For Agricultural Services Co. + Company Farm (From: May,2023- To: Present)**

- The management Of The Work Of Administrative Affairs, Works Of Employee Affairs And Works Of Payroll.
- Experience Of In Legal Background Of Kuwaiti Labor Law Of The Scientific And Practical .
- Working With Senior Management, Handling H.R. Practices, In A Fast – Paced Environment Demanding Strong Organizational, Planning And Interpersonal Skills; Experienced And Familiar With All H.R. Practices And Policies And Knows How To Effectively Apply Them In Any Workplace.
- Management of the work of The CAPT To Renewing, Updating And Classifying The Company’s File And Following Up And Purchasing Tenders And Follow-Up With Our Representative& Supervisor & Online
- The Management & Controller Of The visas , Licenses, Certificates & Documents Operations Management And Follow-Up With Our Representative& Supervisor & Online .
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional
- collaborates with departmental managers to understand skills and competencies required.
- Oversees employee disciplinary meetings, terminations, and investigations
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail and problem-solving skills.
- Ability to act with integrity, professionalism, confidentiality, and prioritize tasks and to delegate.
- Thorough knowledge of employment-related laws and regulations.
- Recruiting Staff - This Includes Developing Job Descriptions, Preparing Advertisements & Publishing On The Web Sites & Newspapers And Followed Up, Dealing With Recruitments Agencies& Follow-Up And Organization Of Meetings With Recruitments Agencies Inside And Outside Kuwait , Checking Application Forms, Short Listing, Interviewing And Selecting Candidates.

**\* H.R. & Admin. In-charge In Agricultural Food Products Co. K.S.C. +Suma Fruits international Co. + Company Farms (From April,2019. To: May,2023)**

- The licenses, certificates & documents operations management follow up with ministries & government Authorities online & others.
- The Management & ability to deal with the CAPT to renewing, updating and classifying the company's file and following up and purchasing tenders online & others .
- Collection All Information And Printing Request Issue New Work Permit& Transfer Visa Residence & Renewal & Visits Visa & Cancel Visa To/From The Company . Printing And Following Up Of The Ministry Of Affairs And Passports Ministry Models And Follow-Up With Our Representative& Supervisor & online.
- Responsible For The Insurance, Renewal And Distribution Of Health Certificate For The Company's Sales And Production Staff.
- Booking & Follow Up Travel Tickets For Labours & Staff Visa for Company.
- Appointing and registering Kuwaiti workers in the company and ministries.
- Updating company by the customs websites.
- Responsible For The Company's Entire Recruitment Process And For Interacting With All Levels Of Managers Concerning H.R. Policies And Operational Decisions.
- Maintains Staff Job Performance By Coaching, Counselling And Disciplining Employees; Planning Monitoring, And Supervising Performance Management And Performance Appraisal.
- Responds To Organizational Change And Provides Support To Managers In Effectively In Effectively
- Assist In Identifying Manpower Needs And Vacancies Across The Organization Including Need For Development Of Recruitment Programs (Staff Recruitment Programs, Management Recruitment Programs)
- Recruiting Staff - This Includes Developing Job Descriptions, Preparing Advertisements & Publishing On The Web Sites & Newspapers And Followed Up, Dealing With Recruitments Agencies& Follow-Up And Organization Of Meetings With Recruitments Agencies Inside And Outside Kuwait , Checking Application Forms, Short Listing, Interviewing And Selecting Candidates.
- Overseeing The Performance Appraisal And Management Process For All Departments.
- Responsible For Handling Human Resource Issues And Employee Problem Resolutions.
- Receive & Arrange & Processor timesheet & Vacation (Paid /Unpaid) From Departments And Follow-Up With Management And The Accounting Department And Receive Passports Staff Set Up Administration By Main Office .

**\*H.R. Senior in AAA Warranty services L.L.C.+ Osoul House Car Rental Co. + Absolute Career Solutions Co.+ Advanced Services Co. + US Food Services Co.(Sister Companies) (From: June,2018. To: Feb,2019)**

- Work Of Administrative Affairs, Works Of Employee Affairs, Works Of Payroll.

**\* Executive Insurance, Contracts & Licenses In United Foodstuff Industries Group.(UFIG) (Our Brands: Sable, Sable Home Style, Roche, Planet Donuts, Deek Al Romi, Master Foods.)**

**(From: Aug,2016. To: Feb,2018)**

- Process The Issuance And Renewal Of Various Business Licenses – Commercial, Chamber Of Commerce, CTC, Municipality, Fire & Safety Licenses Including The Documentations And Registration Of UAE And Other GCC Business Operations Licenses.
- Responsible For The Renewal And Safe Custody Of The Municipality Advertisement Permit Cards And Licenses.
- Responsible For The Insurance, Renewal And Distribution Of Health Certificate For The Company's Sales And Production Staff. & Design And Develops Suitable Service Agreements Templates In Consultation With The Company Lawyer To Be Used To Be For Various Third Party Service Contract And Agreements.
- Coordinate, Study And Recommend To Management The Options For Leasing And Buying Vehicles To Be Used For The Transportation Of Staff To Their Accommodation Facilities.
- Responsible for the lease contracts and timely lease renewals of branch premises and accommodation sites to ensure smooth and continuous functioning of the business facilities.
- Ensure adequate safety measures for its building and vehicles including fire safety to protect staff and materials.
- To process customs documentations for clearing goods, in coordination with the purchasing department.

**\* H.R. In-Charge In Al-Ahlia Integrated General Trading & Contracting Co.(W.L.L.)**

**"Member Of Foud Al-Ghanim & Sons Group Of Companies", Kuwait. (From: January, 2015. To: May,2016)**

- Responsible For The Company's Entire Recruitment Process And For Interacting With All Levels Of Managers Concerning H.R. Policies And Operational Decisions.
- Maintains Staff Job Performance By Coaching, Counselling And Disciplining Employees; Planning Monitoring, And Supervising Performance Management And Performance Appraisal.
- Responds To Organizational Change And Provides Support To Managers In Effectively In Effectively
- Assist In Identifying Manpower Needs And Vacancies Across The Organization Including Need For Development Of Recruitment Programs (Staff Recruitment Programs, Management Recruitment Programs)
- Recruiting Staff - This Includes Developing Job Descriptions, Preparing Advertisements & Publishing On The Web Sites & Newspapers And Followed Up, Dealing With Recruitments Agencies& Follow-Up And Organization Of Meetings With Recruitments Agencies Inside And Outside Kuwait , Checking Application Forms, Short Listing, Interviewing And Selecting Candidates.
- Overseeing The Performance Appraisal And Management Process For All Departments.
- Responsible For Handling Human Resource Issues And Employee Problem Resolutions.
- Collection All Information And Printing Request Issue New Work Permit& Transfer Visa Residence & Renewal & Visits Visa & Cancel Visa To/From The Company. Printing And Following Up Of The Ministry Of Affairs And Passports Ministry Models And Follow-Up With Our Representative& Supervisor.
- Follow Up Government Contract With Main Contractor & Representative & Received Adoption Signing.
- Booking & Follow Up Travel Tickets For Labours & Staff Visa For Government Contracts & Company.
- Receive & Arrange & Processor timesheet & Vacation (Paid /Unpaid) From Projects & Departments And Follow-Up With Management And The Accounting Department And Receive Passports Staff Set Up Administration By Main Office .

**\* H.R.& Admin. Officer & Coordinator In Gulf Engineering Co.(K.S.C.C.)(Rheem)**

**"A Member Of The Boodai Corporation", Kuwait.**

**(From: May, 2001. To: April,2015)**

- H.R. & Admin. Dept.:(H.R. & Admin. Officer, Updating & Processing All Forms The Company, Maintain & Updating Employee Personnel Records, Memos & Circulars To Concerned Personnel, Follow-Up And Organization Of The Work Force With The Company's Projects And Departments)

- Contracts Accounts Dept.:(Organizing Quotations, Credit Sale Invoice, Customer Billing & Statement Of Account In By Bilingual).

- Maintenance Dept.:(Coordinator, Customer Service).

Projects DX Std Dept.:(Organizing Letters, Spreadsheet, Quotations & Contracts Advice In By Bilingual)

- Finance Dept.:(Organizing Letters, Spreadsheet & Bank Guaranty In By Bilingual).

- Special Projects: (Organizing Letters & Spreadsheet In By Bilingual).

- Sales Dept.(Organizing Quotations & Contracts Advice In By Bilingual, Taking Messages).

**Training courses:**

\* **Training HR Payroll Software:** Mystro H.R. & Payroll+ MenaMe Pay & MenaMe HR + Hard Task HR + Dynamic HR+ Power – HCM (Human Capital Management).

\* Certificate Of Competence IMS (ISO 9001:2015. ISO 14001:2015 & OHSAS 18001:2007) Internal Audit Training Session.

Training Date: 20 January 2018

**Human Resource Management Course** From Human High Technology Institute, Kuwait.

From:3/1/2015 – To:3/4/2015

\* **ICDL** Course (International Computer Driving License).

\*Training Diploma In Computing & Programming From Institute For Private Education & Training (IPETQ), Kuwait.

Graduated: 1998

\* **English Language Courses** From Institute For Private Education (IPE), Kuwait. \_

From: July,1997 –To:Dec,1997

**Languages Skills:-**

\* Native Arabic Language.

\* English: V.Good (Writing & Spoken)

*(References Are Available Upon Request).*