



ABDULLAH ALI

HR, Administrative professional

CONTACT

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Home

Simaisma Al Khor

SKILL

Microsoft Office

Word

Management

Administration

LANGUAGES

English

Arabic

Balochi



ABOUT ME

Highly-motivated having Twelve(12)years of experience as an Admin officer, HR,pro and supervisor . Desire to take on new challenges. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am Flexible, reliable and possess. excellent time keeping skills



WORK EXPERIENCE

HR & Administration Oct 2023 - Nov
Coordinator 2024

Dolphin Group LLC, Simaisma Qatar, Qatar.

-Develop and implement HR policies in line with local labor laws, - Manage Recruitment, Job postings, Interviews, and onboarding and maintain accurate employee records and HR databases. -Manage administrative tasks and office operations, like office budgets, expenses Transport operation, procurement, organize company events meetings, and conferences. - Ensure compliance with Qatari labor laws and regulations and handle employee visa processing and legal documentation.



EDUCATION

BE 2009 - 2012
ELECTRICAL(ENGINEERING
80 %)

BUETK UNIVERSITY | Balochistan | Pakistan

Complete My Engineering Degree From
Balochistan Engineering University Khuzdar
With 80% Marks