

ELAMIN ELTAYEB ELAMIN ABDELRHMAN

Human Resources and International Recruitment Professional

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PROFESSIONAL PROFILE

Human resources and international recruitment professional with more than 18 years of experience in royal affairs, hospitality and HR administration. Coordinate recruitment from sourcing and interviews through offers, employment visas, mobilisation and onboarding. Completed more than 30 overseas recruitment trips and managed relationships with more than 15 international recruitment agencies. Experienced in confidential, service focused hiring and bilingual Arabic and English stakeholder communication. MBA in International Management.

CORE SKILLS

Talent acquisition and candidate screening | International recruitment | Agency management | Interview coordination | HR operations | Employment documentation | Visa and entry permit coordination | Onboarding and mobilisation | Employee relations | Stakeholder communication | Bilingual Arabic and English correspondence | Staff accommodation coordination

PROFESSIONAL EXPERIENCE

Human Resources Coordinator | Zaabeel Office THE PRIVATE OFFICE OF H.H THE RULER OF DUBAI , Dubai, United Arab Emirates | March 2011 – Present

- Coordinate end to end recruitment and HR administration for royal affairs and hospitality operations, in line with approved employment procedures.
- Source and screen candidates, arrange interviews, coordinate selections and offers, and manage documentation, work visas, entry permits and joining arrangements.
- Completed more than 30 overseas recruitment trips and worked with more than 15 international recruitment agencies to build candidate pipelines and support mobilisation.
- Recruit for butler, hospitality service, household support, nanny, nursing, housekeeping, chef and driver roles; assess service standards, discretion, presentation and suitability.
- Prepare Arabic and English letters, memoranda, employment documents and management correspondence; liaise with candidates, agencies, government contacts and internal stakeholders.
- Coordinate staff movements, accommodation follow up and communication of approved pay and employment conditions before commencement.

HR Officer | Hilton Dubai Creek, Hilton Worldwide, Dubai, United Arab Emirates | November 2007 – April 2011

- Supported recruitment interviews, orientation and HR administration in a hotel environment, working with departments on staffing requirements.
- Maintained employee records; handled candidate and agency correspondence and team member enquiries; prepared visa documentation, no objection certificates and bilingual letters.
- Coordinated staff housing, HR communications and training and social activities with hotel departments, the owning company and government authorities.

Technical Support and Marketing Administrator | PURA 2A Company, New Maadi, Egypt | March 2006 – March 2007

- Supported marketing activities for Effective Microorganisms products, answered technical customer enquiries and helped organise seminars and workshops.

Computer Studies Teacher | African Council Private Schools, Medani, Sudan | July 2004 – April 2005

- Taught computer studies and guided students in practical information technology activities.

Marketing Supervisor | Scientific House for University Books, Khartoum, Sudan | May 2002 – March 2004

- Marketed engineering books to universities, supervised stock control and supported staff and distribution channels.

EDUCATION

Master of Business Administration in International Management | SBS Swiss Business School, Switzerland | 2018

Diploma in Information Technology and Personnel Management Information System | Computer Man College, Khartoum, Sudan | 1995 – 2000

SELECTED TRAINING

License to Hire and Leadership at Hilton 1, Hilton Worldwide | Information Security Awareness | Fire and Safety Training, Dubai | A+ Certification Training, Egypt

LANGUAGES AND TECHNOLOGY

Arabic: Native | English: Professional working proficiency | Microsoft Office, PowerPoint and HR documentation