

SANA SALIM



📍 Qatar

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CAREER OBJECTIVE

Detail-oriented and results-driven Project Engineer with an experience in managing complex engineering projects from conception through completion. Adept at coordinating cross-functional teams, optimizing processes, and ensuring compliance with safety and quality standards. Seeking to leverage strong problem-solving skills, technical expertise, and leadership abilities to drive the success of innovative project.

EXPERIENCE

PROJECT ENGINEER

SPACE ART ARCHITECTURAL STUDIO

02-2024 - TILL DATE

- Developed detailed project plans, schedules, and budgets, consistently meeting key deadlines.
- Conducted site inspections and troubleshooting to resolve technical issues, minimizing delays and ensuring high-quality outcomes.
- Prepared technical reports, documentation, and project closeout materials, contributing to continuous improvement efforts for future projects.
- Collaborated with vendors and contractors to streamline procurement

SENIOR MIGRATION CONSULTANT / TEAM LEAD

FLYWORLD MIGRATION AND SERVICES

01-2023 - 1-2024

Keeping up-to-date with alterations to immigration laws.

Meeting with prospective and extant clients to gauge which services they require.

Providing clients with all pertinent documentation.

Assisting clients with the completion of paperwork, and ensuring that this is submitted on time.

Verifying the authenticity of paperwork and supporting documents.

Helping clients to find appropriate shipping solutions.

Preparing and providing invoices for your services.

HR Executive, 02/2021 - 02/2022

Green HR Innovative Solution, Kochi, India

- Reviewed referral candidates and contacted qualified individuals to request applications.
- Managed advertising strategies, including identifying target candidates and coordinating execution.
- Prepared and posted job opportunities on online job portals and monitored responses.
- Collaborated with recruitment and HR professional to achieve hiring goals.
- Completed extensive background checks
- Built social networks to find qualified candidates.
- Drafted and distributed interview call letter, offer letter, appointment letter , conformation letter, reliving letters e.t.c
- Talked to potential hires about compensation packages and contracts.
- Supported hiring managers in recruiting high-performing specialists and experts for improved operational success.
- Managed lifecycle talent acquisition processes, from initial job promotion to staff onboarding.
- Used LinkedIn Recruiter to target profiles for specialist roles, securing optimal talent to meet business needs.
- Supported onboarding of new employees by supplying key job information, including organisational policies, job duties and employment benefits.

Statistics Coordinator, 09/2018 - 11/2019

MODERN GENERAL TRADING , UNITED ARAB EMIRATES

- Supported external sales team updating and helping sales activities by proactively calling customers.
- Emphasize product features based on analyses of customers' needs and on technical knowledge of product capabilities and limitations.
- Assist customers with purchasing an exact product which best suits their needs
- Select the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations
- Focus on reaching set goals and benchmarks
- Training new employees

CIVIL ENGINEER – SITE ENGINEER
ABAD BUILDERS

- Assist in the development of cost estimates
- Review plans and other technical documents

- Answer questions regarding the scope and/or timing of the project
- Monitor costs and project progress
- Maintain control of all project documentation
- Assist the project team with closeout of the project
- Assist project accountant with monthly contractor billings and Materials payment
- Ensure timely completion of the project
- Ensure that all materials and equipment are available on site when required

CORE QUALIFICATIONS

- Recruitment
- Onboarding
- Payroll Management
- Statutory Compliance
- Performance management
- Problem solving Skills
- Exit Process
- Indian Labour laws
- MS Word, Excel
- HR Administration
- Employee Relation
- SAP (Accounting)
- CAAD
- LinkedIn jobs
- New employee orientation
- Benefits administration
- Programme management
- Ms Office Word, Excel
- Power Point Presentation
- GreytHR
- Talent Acquisition
- Talent Management
- HR Policies
- Full & Final Settlements
- HR Shared Services
- Candidate sourcing
- Pre-employment screening
- Training and development
- Organisational development
- Benefits administrator
- Time management

EDUCATION

Wissen International Human Resource Academy, Kochi, 2022
Certified Generalist In Human Resource (CGHR): Human Resource Management

Cochin Institute of Science and Technology (CISAT), 2018
B.Tech: Civil Engineering

ST MARY'S AIGHSS , Kochi, 2014
Plus Two

LANGUAGES

English [Read, Write, Speak]
 Malayalam [Read, Write, Speak]
 Hindi [Read, Write, Speak]
 Tamil [Speak]

**HOBBIES &
INTEREST**

- Travelling
- Public Speaking
- Reading

DECLARATION

**I HEREBY DECLARE THAT THE INFORMATION IS FURNISHED ABOVE IS TRUE TO THE
BEST OF MY KNOWLEDGE & BELIEF.**