**Jul 6, 2024**

**Hiring Manager  
Qalam Institute**

**To whom it may concern,**

I am writing to express my interest in the position of Human Resources specialist at Qalam institute. as advertised. With bachelor’s degree in management information system from WISE University, I pursued a Master of Human Resources Development from UPM to explore my talents and grow my skills. Since then, I've continued growing, earning my certifications and increasing the overall productivity and efficacy of teams within Soyyah Agency and Samady Trading. As an HR professional with over seven years of progressive HR experience, I am confident in my ability to excel in this role. I am deeply impressed by your company's mission and the exceptional level of service it consistently delivers. I am eager to join your unique team and contribute my skills and expertise to enhance this new role.

During my tenure at Samady Trading, I successfully collaborated with team members to define job descriptions, recruit top talents, and ensure a seamless onboarding process for new employees. My role involved managing employee relations, administering benefits, and ensuring compliance with labor laws. These responsibilities have equipped me with a comprehensive understanding of HR functions, which I believe aligns well with the requirements for the HR Specialist position at your institute.

**Key highlights of my experience include:**

* Recruitment and Onboarding: At Samady Trading, I played a pivotal role in the recruitment process by posting job openings, reviewing resumes, conducting interviews, and assisting in hiring decisions. I also coordinated orientation sessions to ensure a smooth transition for new hires.
* Employee Relations: I managed employee relations by addressing concerns, resolving conflicts, and promoting a positive work environment, which resulted in enhanced employee engagement and retention.
* Compliance and Administration: I developed and implemented HR policies to ensure compliance with employment laws and regulations. Additionally, I maintained accurate employee records and prepared detailed reports for management.
* Technical Proficiency: My proficiency in SPSS, Python, and SQL, along with certifications from MIT and other institutions, underscores my technical and analytical capabilities, which are crucial for producing Excel reports and managing HR databases.

Moreover, my experience as a Human Resource Associate at Soyyah Agency involved administering leaves, managing workers’ compensation claims, and supporting employees, further honing my skills in HR administration and compliance.

I am particularly drawn to Qalam institute because of its commitment to professional growth and a collaborative work environment. I am excited about the opportunity to work closely with the Chief HR Officer on various HR projects and initiatives. My strong communication skills, attention to detail, and dedication to maintaining confidentiality make me an ideal candidate for this role.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and certifications align with the needs of your team. Please feel free to contact me at (469) 222-22-07 or through emailing at Suabukhalaf4@gmail.com to schedule an interview.

**Sincerely,**

**Suhaib**

**Suhaib Abukhalf**

[suabukhalaf4@gmail.com](mailto:suabukhalaf4@gmail.com) [(469)222-2207 Suhaib Abukhalaf | LinkedIn](https://www.linkedin.com/in/suhaib-abukhalaf-0904b5203/)

**Self Introduction**

With extensive experience in HR roles at Samady Trading and Soyyah Agency, I have proven expertise in recruiting, onboarding, employee relations, benefits administration, and compliance with labor laws. My hands-on experience with HRIS, coupled with strong computer literacy, ensures efficient HR operations. My Master's in Human Resource Development and Bachelor's in Management Information Systems further solidify my academic foundation.

I excel in organizational skills, managing multiple HR tasks, and maintaining accurate records. My roles required strong communication, analytical, and problem-solving skills, as evidenced by my certifications in data science and leadership. I also demonstrated a thorough understanding of labor laws, insurance regulations, and employee benefits, ensuring all HR practices are compliant and effective.

**Professional Experience**

**Human Resource Manager**  **1/21 – 1/24**

Samady Trading

* Worked with team members to define job description
* Recruited and hired top talents by collaborating with team to define job description and posting job openings, reviewing resumes, conducting interviews, and help in making hiring decisions.
* Ensured new employees have a smooth transition into the company by organizing orientation sessions, explaining company policies, and assisting with paperwork.
* Managed employee relations by addressing concerns, resolving conflicts, and promoting a positive work environment.
* Identified training needs, organized training programs, and oversaw employee development initiatives.
* Administered employee benefits programs, handled payroll, and ensured compliance with labor laws regarding compensation.
* Developed and implemented HR policies and procedures, ensured compliance with employment laws and regulations.
* Developed strategies to enhance employee engagement, satisfaction, and retention within the organization.
* Handled administrative tasks such as maintaining employee records, managed HR databases, and prepared reports for management.
* Stayed up-to-date with labor laws and regulations to ensure the company's HR practices are compliant and legally sound.

**Human Resource Associate 3/17 – 12/20**

Soyyah Agency

* Administer all aspects of leaves in according to laws and regulations
* A point of contact for employees and provided a comprehensive support to all staff members.
* Worked with claim team members to address workers’ claim compensation claims
* Use various job platforms to search for and reach out to qualified candidates passively/actively looking for employment in the market
* Conduct phone interviews to assess candidate’s experience to see if they are a match for job opening
* Maintained accurate and complete records in accordance to laws and regulations
* Gained a collaborative and a trust relationship with all employees.

**SKILLS & CERTIFICATIONS**

* Familiarity with FMLA, ERISA, and Cobra
* Programming: SPSS, Python, SQL
* Certifications:
  + MS Thesis: Influence Transformational Leadership and Organizational Support Towards Employees’ Performance
  + Data Science and Machine Learning – Massachusetts Institute of Technology (MIT)
  + Entrepreneurship for Professional Development
  + Empower Yourself and Transfer from Good to Great
  + The Successful and Influential Leadership
  + The Art of Negotiation Persuasion

**EDUCATION**

* Master of Human Resource Development (UPM) **1/17 – 3/19**

University of Putra Malaysia

* Bachelor’s in Management Information System (MIS) **8/11 – 8/15**

The world Islamic Sciences & Education University