



KHALIFA ALNUAIMI

HUMAN RESOURCES | EMPLOYEE RELATIONS | EMPLOYEE EXPERIENCE

UAE National • Dubai, United Arab Emirates

CONTACT

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LINKEDIN
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PORTFOLIO
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CORE SKILLS

- HR Operations
- Recruitment Coordination
- Onboarding and Offboarding
- Employee Documentation
- Employee Relations Support
- Emiratisation
- HRIS and Employee Records
- Attendance and Leave
- Employee Engagement
- Performance Management Support
- HR Reporting and Excel
- Stakeholder Communication

LANGUAGES

Arabic: Native
English: Fluent

ADDITIONAL

UAE Family Book: Available
National Service: Completed with the Presidential Guard

INTERESTS

Automotive Design & 3D Modelling
Off-Road Motorsport
Fitness
Emerging Technology

PROFESSIONAL PROFILE

UAE National Human Resources Assistant supporting recruitment, onboarding, employee documentation, HRIS, employee relations, Emiratisation and reporting in a full-time corporate role. Experienced in coordinating candidates, preparing employment documents, maintaining confidential records and supporting employees and managers with day-to-day HR processes. Currently completing a Bachelor of Business and Human Resource Management while continuing to work full-time.

PROFESSIONAL EXPERIENCE

Human Resources Assistant

MBRF Global Foods Company | Dubai, UAE

Jan 2026 - Present

- Coordinate CV screening, candidate communication, interview scheduling and recruitment follow-up.
- Coordinate onboarding and offboarding, ensuring required documentation is completed.
- Prepare contracts, certificates, HR letters and other employee documentation.
- Maintain personnel files, employee records and HRIS data accurately and confidentially.
- Support employee relations, attendance, leave, Emiratisation, engagement and HR reporting.

Human Resources Intern

MBRF Global Foods Company | Dubai, UAE

Oct 2025 - Dec 2025

- Supported CV screening, candidate communication and interview coordination.
- Assisted with onboarding, employee records and HR documentation.
- Provided administrative support across daily HR activities.

Seasonal Hotel Operations Assistant

Dubai Moon Hotel | Salalah, Oman

Seasonal | 2023 - 2024

- Supported reservations, guest enquiries, service requests and front-office coordination.
- Coordinated with guests and hotel staff to resolve service issues.
- Assisted with staff coordination and daily operations during management absence.
- Helped maintain service quality during busy seasonal periods.

EDUCATION

Bachelor of Business and Human Resource Management

Hamdan Bin Mohammed Smart University | Dubai, UAE

September 2024 - Expected May 2028

Relevant coursework: UAE Employment Law, Recruitment and Selection, Performance Management, Training and Development, and HR Analytics.