KHALIFA ALNUAIMI

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PROFILE

UAE National People Executive at Namshi (noon), with experience supporting employee relations, onboarding, Emiratisation and day-to-day HR operations. Combines employee support, confidential records management and HR reporting with ongoing study toward a Bachelor of Business and Human Resource Management.

PROFESSIONAL EXPERIENCE

People Executive Oct 2026 - Present
Namshi (noon) Dubai, UAE
Position scope

- Onboarding and employee inquiries, with coordination across internal teams to support people operations.
- Employee engagement events and initiatives, alongside support for the performance management process.
- Employee records and HR system data accuracy, plus reports on HR activities and employee feedback.
- Payroll and benefits support with Finance, HR policies and procedures, and recruitment coordination.

Human Resources Assistant Sep 2025 - Sep 2026
MBRF Global Foods Company Dubai, UAE

- Supported employee relations, attendance, leave, Emiratisation and employee engagement activities.
- Coordinated onboarding and offboarding documentation; prepared contracts, HR letters and certificates.
- Maintained confidential personnel files and HRIS records and supported HR reporting using Microsoft Excel.
- Coordinated CV screening, candidate communication, interview scheduling and recruitment follow-up.

EDUCATION

Hamdan Bin Mohammed Smart University Dubai, UAE
Bachelor of Business and Human Resource Management Sep 2024 - Expected May 2028
Coursework: UAE Employment Law, Employee Relations, Performance Management and HR Analytics.

SELECTED PROJECT

Recruitment Operations Toolkit Personal project | 2026

- Designed an Excel workflow to track vacancies, candidates, interviews, follow-ups, offers and handovers.
- Used fictional data and Codex assistance for the technical build and testing; created a quick-start guide.

NATIONAL SERVICE

Presidential Guard, UAE Armed Forces Aug 2023 - Jul 2024
Completed National Service.

SKILLS AND LANGUAGES

HR: Employee relations support, onboarding, offboarding, engagement, Emiratisation and recruitment coordination.

Systems: HRIS, employee records, HR documentation, Microsoft Excel and HR reporting.

Languages: Arabic (native) and English (fluent).

CERTIFICATIONS

Applied AI Foundations | OpenAI Academy Jul 2026
Agents and Workflows | OpenAI Academy Aug 2026