Dear sirs,

I came across your job posting of Business Executive Manager, HR Manager or Consultant like you required. Although it's a challenge to change the career position, I have the characteristics of being in any of those career positions. Further, I have more than willing to contribute to this particular job position since I have worked as **an HR Executive consultation** in the year 2017 in ***The*** ***Oriental Dome Co LLC-Oman,*** and then worked for ***The Golden Age Science Center-Muscat- Oman.*** as **Business Administrative Manager** at the Academic Year 2017-2018, where I used to accomplish the organisation's and business objectives precisely, as follows:

* Drive management operation by maintaining productive relationships with top stakeholders, line managers and employees. Drive strategic planning through reporting and recommendations based on achievement results.
* Oversaw and comprehensively managed business needs of the organisation, from a programme planned for achievement.
* Develop and implement new approaches models and templates to address the needs of a variety of management analytical skills, providing new techniques for strategic planning to increase the observational and supporting relationships.
* Developed recommendation concerning opportunities for growth and cost reduction and presented findings to executive management, based on continuous analysis of monthly productions and profit and loss reports.
* Develop, manage and motivate junior team members with diverse skills and backgrounds.  The capability to maintain composure under pressure of a variety of working circumstances.

Moreover, regarding the period of working as HR Executive Consultant, I experienced with the following objectives:

* Key team leaders responsible for management in numerous key areas, and human resources, including insurance, staff requests, and retirement contributions.
* Managed all aspects of issues and difficulties, ensuring accurate solutions within sufficient decisions on the required time.
* Develop a proactive approach to problem-solving with a critical thinking skill in different workplaces.
* The initiated system of management a critical analysis, reporting, and recommendations to guide future strategic planning.
* Also, I used to help and guide staffs where necessary to keep them with high motivation level,  by encouraging, rewarding, and pay them adequate compensation for their accomplishments Annually.
Nevertheless, some of them need individual coaching meeting to help them overcome their feeling weakness or upset due to different circumstances.

Consequently, I have gained certain skills during the working periods, as follow:

* HR Management& Planning.
* strong analytical skills.
* ability to maintain composure under pressure.
* Business Management Operations.
* Critical thinking skills.
* Flexibility & Independence Leadership
* Presentations& Reporting.
* Excellent decision-making skills.
* Personal Motivation with professional integrity
* Tax and Audit Process.
* a proactive approach to problem-solving.
* A strong aptitude for quantitative and qualitative analysis and the ability to link business strategy to performance.
* Interpersonal Skills
* Systematic, disciplined approach.
* Client Relation.
* Excellent Verbal& Written Communication Skills.
* A strong team player and able to interact with all levels within the company with the ability to adapt to changing requirements or deadlines in support of our clients’ goals.

I liked this job which gained me valuable business administrative experiences, besides I had the real beneficial time to practice the latest theories of HR Management that I have studied recently in MSc at Liverpool University into real-life diverse practical situations. Thus, of course, extended my Management experience knowledge and raised my Administration’s types of equipment and competence.

At the meanwhile, I have completed the Research Study Proposal of MSc in HRM for the topic ***"The Significant of Training & Development sector and its impact on the employees' performance" (A case study).***Further, I am planning to start the research by late of October 018.

Please refer to my attached resume.

Last, not least, I hope my application receives favourable consideration.

Thanking you.