

Shahinsha Shahul Hameed

Public Relations Officer (PRO) | HR & Administration | Project Coordination
Dubai, United Arab Emirates • +971 55 417 0711 • shahinsha.prof@gmail.com
www.shahinshahub.com • Nationality: Indian • Visa: Canceled

PROFESSIONAL SUMMARY

PRO and HR & Administration professional with experience in the UAE and Qatar across real estate, hospitality, travel & tourism, contracting, trading and industrial automation. Skilled in government liaison, visa/work-permit coordination, employee documentation, onboarding, recruitment, attendance, payroll/WPS coordination and stakeholder communication.

CORE COMPETENCIES

PRO & Government Liaison • Visa & Work Permit Coordination • Employee Documentation • HR Administration
Recruitment • Onboarding & Offboarding • WPS / Payroll Coordination • Attendance & Leave • Office Admin
Project Coordination • Document Control • Stakeholder Communication

PROFESSIONAL EXPERIENCE

HR Manager cum PRO | Project Coordinator | Office Administration (2025 - 2026)

Enchanted Homes Real Estate LLC; Murshad Restaurant; Rising Travels and Tourism UAE

- " Managed daily HR and PRO activities; visa, work-permit and labour transactions.
- " Coordinated visa renewals/cancellations and liaised with government departments.
- " Maintained employee files, attendance, leave records; supported payroll and WPS.

Assistant HR Manager (2024 - 2025)

Sky Contracting and General Maintenance LLC Ajman, UAE

- " Supported HR administration, joining formalities and visa/work-permit documentation.
- " Assisted recruitment, interviews, attendance/leave records and payroll preparation.

HR Administration Officer (2022 - 2024)

Popular Electrical and Trading Co. W.L.L Doha, Qatar

- " Managed HR records, recruitment, onboarding and payroll inputs/verification.

Assistant Engineer PLC Programming (2020 - 2022)

MarcD Industrial Automation Pvt. Ltd. India

- " Supported PLC, SCADA, HMI and VFD applications; technical documentation.

EDUCATION & CERTIFICATIONS

B.E. Mechatronics Engineering (2016 - 2020) • Higher Secondary Computer Science (2014 - 2016)
PRO • SHRM Strategy of Human Resource • Adobe Photoshop • SolidWorks • Cyber Security • VB and SQL
• Digital Marketing