Dear Sir / Madam

I am a dedicated Deputy Director of Human Resources. My education along with my management abilities has allowed me to dramatically improve human resources departments and functions throughout my career.

Today’s economy requires exceptional senior operating and management executives who possess a unique blend of leadership, vision, broad-based experience, and the ability to deliver superior results. I am such a person. Throughout my career I have utilized my leadership, planning, and managerial skills to consistently increase revenues, reduce costs, and drive customer satisfaction.

Since I am currently seeking new challenges as an HR Manager, I would appreciate the opportunity to discuss your needs and my potential contributions.

PROFILE:

Pro-active, customer-oriented, service-minded, highly motivated, enthusiastic, quick learner, good team-worker, ability to work under pressure. Good communicating skills. Extensive experience in all aspects of Human Resources Management.

My ability to work as a team player, meet deadlines, and go that extra mile has contributed to the success in my chosen career. I have performed a variety of activities in HR, including, recruiting, hiring and training colleagues in Arabic Language.

My back-round includes experience in policy development, workers and compensation issues. I am able to handle human resources across various locations. I have been interviewing, and dealing with the HR issues pertaining to staffing for various hotels within Abu Dhabi for many years, I would very much like to discuss with you how my skills could benefit your company.

I pride myself on being able to bring the right amount of enthusiasm and energy to my position. What I would bring to any position is effective communication skills-written-as well as oral, leadership-and team building ability, and a commitment to first class service and satisfaction.

My accompanying resume can give you an idea of my potential for making a worthwhile contribution to your company.

Thank you for your time and consideration



**Aly**

**E-mail:** [**aly.129469@2freemail.com**](mailto:aly.129469@2freemail.com)

**Objective:**

A Challenging position whereby my education, experience and potential can be mutually utilized to the best interest of both parties and add more value to my qualifications with proven ability to work with senior management teams to integrate the human resource function within the overall business operating strategy.

**Professional Experience:**

**Multitask**

**Holiday Inn Abu Dhabi from 13.09.2009 till now**

**Deputy Director of Human Resources**

Overseeing the day to day activities & ongoing career development of the HR Coordinator and administrators within the team.

Managing HR operations in the absence of the HR Manager.

Responsible of Managing the HR Team (5 employees) that includes payroll clerk, HR clerk, and hotel nurses.

Working with Department heads to develop their HR skills & capabilities- devolving HR responsibilities and building leadership capability through the middle management teams.

dvising all departments on relevant HR policy & labour legislation.

Owning and managing internal engagement activities such as Colleague of the Month/Year, Long Service awards and the GM Thank You.

Conducting Arabic Language lessons to non-Arabic speaking staff.

Support and assist the Human Resources Manager and the Department within the overall Human Resources operations.

Available for employees at all levels to advise, counsel and assist with problems or queries.

Coordinates sports and social activities on a regular basis.

Inspects staff accommodation in the absence of the accommodation supervisor and ensures it is of the highest possible standard of cleanliness and comfort.

Preparing offer Letters & Contracts.

Maintaining all Personnel files & database.

Coordinating with other departments concerning associates.

Conducted exit Interviews and developed a statistical report to facilitate improvements and retention figures.

Responsible for the HR function/Employee relations for International/local hire.

Developed a salary band & grading system to simplify the recruitment brand.

Established a link with Abu Dhabi Universities for potential applicants.

Managing grievance & disciplinary actions, for performance, medical and misconduct reasons.

Advertised available positions on free recruitment websites, making savings to the company.

Developed and implemented environmental policies and procedures.

Put together a ‘Green Team’ for discussion on environmental issues.

Developed training packages to encourage staff retention.

**Recruitment**

Responsible for overseeing the recruitment process within the hotel to deliver an excellent staff experience. Also be and manage the manning budget. Specifically, responsible for performing the following tasks to the highest standards:

Responsible for overseeing the recruitment process within the Hotel.

Ensuring all recruitment techniques are used in the hiring of employee.

Assisting all employees in obtaining new work permits when necessary.

Manage recruitment budget and ensure competitive advertising and agency costs.

Develop good internal and external relationships obtain high-caliber candidates.

Monitoring recruitment trends and plan for vacancies.

Ensuring relevant paperwork is completed when hiring new employees.

Keeping current on present and future recruitment needs.

Work with local Organizations and schools to promote the hospitality industry.

**Human Resources Analyst Cost**

Assists in overall compensation planning and design.

Studies and analyzes jobs and prepares job descriptions to reflect major job responsibilities, activities, duties and requirements. Evaluates positions, makes recommendations on job titles, band levels, and internal/external market alignment and works with HR staff and legal counsel to determine the classification.

Analyzes current pay practices and recommend salary changes to ensure equity; Assists with preparation of cost analysis associated with pay adjustments or pay program initiatives.

Participates in salary surveys and determine organization’s market relationship. Analyzes results of those surveys and develops specific recommendations to support pay decisions and to create competitive salary structures while maintaining internal equity.

Performs job analysis to determine salary grades. Audits evaluation of jobs and application of existing job classifications.

Builds positive relationships, provides counsel and direction to business partners, management and communicates compensation philosophy.

Conducts and manages special compensation studies for specific functional areas; analyzing market trends, completing statistical studies, and developing recommendations and action plans designed to attract, retain, and reward employees.

**Public & Government Relation Manager**

Negotiated bargaining agreements and helped interpret labour contracts

Responsible to lead the team for the day to day processing of all transactions relating to visas, permits, licenses and [registration](http://www.rotanacareers.com/en/job/human-resources-government-relations-manager-2035346/) while liaising with various government departments and agencies and the role will include key responsibilities such as:   
Oversee the processing of all types of visas, including employment visas, residence visas for employees as well as for entertainers and guest required visas.

Monitor the renewal of permits and licenses including hotel licenses and certificate for [the hotel](http://www.rotanacareers.com/en/job/human-resources-government-relations-manager-2035346/), etc.   
Be up to date with regard to any changes or amendments to the prevailing laws / rules / regulations, changes in forms formats and other procedures.

Ensuring that all relevant documents are submitted periodically to the immigration / labour office with regard to cancelled / absconding employees in order to be deleted from the hotel’s sponsorship list.  
Ensuring the departure and exit formalities for employees are completed after cancellation of visas.  
Obtaining quarterly sponsorship reports from the immigration / labour office and tally sponsorships and re-submit to immigration / labour office with relevant support documents.

Preparing the letters of all the issues related to the Hotel.

Besides, representation the Hotel at all he Government departments, i.e. Media office, Municipality, chamber of Commerce, Ministry of Foreign Affairs, Ministry of Interior, and Traffic Police.

Representation the Hotel at Etisalat, Medical Insurance companies, Vehicles Insurance companies and embassies.

Attendance in UAE labour court tribunals.

**Legal Affairs Consulting**

Currently seeking a diligent Legal Affairs Manager who will secure the business’ regulatory compliance and keep positive relations with the local government and other.

Providing relevant and advance knowledge of imminent government issues to key stakeholders within the business

Providing legal advice that may affect the business

Ensuring all marketing materials are compliant to consumer-related legislation and International Marketing Standards

Collaborating with the Management for preparing the legal documents and contracts.

**Cluster Human Resources Generalist and Public Relations Officer**

**Four Points by Sheraton Dubai (Sheikh Zayed Road and Downtown) from 01.07.2008 till 01.09.2009.**

•Maintain & update the associates’ personnel files, other HR files etc.

•Draft correspondence for all kinds of HR related issues such as, but not limited, all letters, bank letters, salary certificates, experience certifications, etc.

•Responsible to update HR’s main notice board on a regular basis as per stipulated and agreed standards. This includes the upgrading of photos on the boards of new recruits.

•Coordinates Employee awards: Employee of the Month, Loyalty Awards and Birthday Celebration.

•Responsible for the issue of all stationery and other office items from the Purchasing Dept.

• Bookings required for the new associates according to the company policy. The same is to be applied for leavers and to advise the Accommodation Supervisor about the arrivals or departures of associates.

•Responsible together the new joiners and to coordinate with the Training Manager to set up the orientation, liaises with the Department Heads for the arrival of the new associates.

•Coordinate with the Hotel Nurse the new joiners who need to have medical cards and prepare all the documents required.

•Handles the administration of employment residence visa, renewals, leave application, visa medicals and termination of employment.

•Co-ordinates the exit process, in terms of ticket- back- home booking, by raising PR and liaising with Pay master, for last and final settlement signature, Purchasing, Visa Officer and Accommodation Supervisor on the housing hand-over.

•Plays an active role in the Activity Group (Social Committee), assisting the events and activities where necessary.

•To support HR projects as and when required.

•Responsible and accountable for Associates’ passports and to issue if requested with proper documentation.

**Human Resources Generalist**

**Sheraton Abu Dhabi Hotel and Resort from 01.04.2006 till 30.06.2008**

**Receptionist**

**Sheraton Abu Dhabi Hotel and Resort from 27.02.2003 till 31.03.2006**

Ensured a high level of product knowledge of the Hotel and the local area and what is happening in the hotel on a daily basis.

Ensured that customers receive a fast, efficient and friendly check-in and checkout.

Ensured all customers’ queries or requests are handled in a polite, efficient manner and a high level of

Customer service is consistently maintained.

Ensured that a high level of liaison is maintained between Front Desk and all other Departments within the hotel.

Ensured that a sales attitude is adopted at all times and maintained an awareness of all sales opportunities within the hotel to maximize room sales and revenue for the hotel.

Adhered to pre-set availability and rate controls and ensured all refused business is recorded with reasons for refusal.

Ensured and maintained the security of information relating to customers and personnel in the hotel.

Make sure to scan each guest ID upon check in.

Entering each guest ID detail on Hotel Establishment System.

**Receptionist**

**Conrad International Cairo from 24.01.1999 till 25.02.2003**

**Stores Manager**

**Magef Spare Part Company from 01.05.1998 till 30.11.1998**

**Accounting**

**Kartostal Trade Company from 01.09.1997 till 30.04.1998**

**Summary**

Deep knowledge of local laws and regulations concerning the labor market with ability to acquire and analyze and labor market conditions.

Excellent communication and impersonal skills.

Strong leadership and decision making abilities.

Problem solving abilities.

HR Generalist Function; Payroll &Benefits administration/management.

Labour/Employee Relations.

Staff Recruitment & Retention.

Designing & Implementing Recruitment Strategies for various projects Employee Training & Development.

Designing & Implementation of Recruitment/HR Brand.

Performance Management/Appraisal.

Confidential Record Keeping.

Resourcing & Business Strategies.

Competency Mapping.

Government Relations.

Labour/Legal Compliance.

HRMS.

**Computer skills**

MS Office (Word & Excel) & Internet user

MS Outlook

Opera System

HR&PR System

Immigration System (Q form)

Online Visas Systems (Ednrd + Fawri )

Licenses Systems

Hotel Establishment system.

Civil Soft System (Payroll System).

 Adaco system (purchasing system).

FMC System (purchasing system).

**Training Curses**:

Leader Ship: Holiday Inn, Sheraton, Four Points, Conrad

Service Culture Training: Holiday Inn, Sheraton, Four Points, Conrad

Handling Guest complains: Holiday Inn, Sheraton, Four Points, Conrad

Total quality Management: Holiday Inn, Sheraton, Four Points, Conrad

Orientation Training: IHG, Starwood, Hilton

Pre-Opening Team: Holiday Inn, Four Points, Conrad

First Aid: Holiday Inn, Sheraton, Four Points, Conrad

Handling Room Reservation: Holiday Inn, Sheraton, Four Points, Conrad

Purchasing: Sheraton Abu Dhabi

Telephone Ethics IHG, Starwood, Hilton

Life & Safety: Holiday Inn, Sheraton, Four Points, Conrad

Measurement tools: Conrad Cairo

Business Ethics: Conrad Cairo

**Personal data:**

Nationality: Egyptian

Gender: Male

Social Status: Married

Driver License: Valid UAE License and Car

Valid Egyptian License and Car

**Education:** Qualification:  Bachelor of H R M (Human Resources Management) / 2011 (University de Toulouse le Mirail, Toulouse II, France) Kuala Lumpur / Malaysia Qualification:  Bachelor of Commerce / 1995 (Cairo University) Cairo / Egypt

**Knowledge & Competencies** Understanding the Business

Influencing Outcomes

Planning for Business

Team Building

Valuing Diversity

Leading People

Adaptability

Drive for Results

Customer Focus

Managing Operations

**Languages:**

Arabic: Native Language

English: Fluent (spoken, Reading and written)

**Hobbies** Reading

Football / Soccer

Fishing

Bowling

Socializing with friends

TV

**References**

Upon request