 **Owais Assoc. CIPD, MBA Finance, Spec. HR, CHRM.**

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**Department:** Human Resource / Administration & Public Relation

**Current Position:** HR Officer

**Experience: 8 years in UAE** + 2 years in Pakistan, total **10** years exp.

**CAREER OBJECTIVE**  : Seeking a position as “**Sr. HR Officer / Manager or Specialist**” and aim to be associate with a progressive organization where I can apply my diversified knowledge and skills, in order to grow professionally through continuous learning, smart-working and being a committed team player, enabling me to contribute my efficiencies towards the company's growth.

**SR. HUMAN RESOURCE EXECUTIVE / SPECIALIST / GENERALIST / RECRUITER– CAREER HIGHLIGHTS**

* **Qualified & Certified HR Professional / Manager – Associate CIPD, CHRP & CHRM**

Over 10 years of extensive professional experience in Human Resource, Public Relation & Administration including 8 years in Dubai, Sharjah & Abu Dhabi, UAE and 2 years in Pakistan. Distinguished by commended performance and proven results.

* **Extensive background in Human Resources,** including Recruitment & Selection, Manpower Planning, Talent Acquisition, Mediation, Conflict Resolution, C&B, HR policies & legal compliance. Furthermore also have rich experience in performing admin related tasks i.e EOS Settlements, Leave Concerns, Passport control & Payroll Processing etc.
* Have sound knowledge & experience in Public Relation Works i.e Processing employment visas, renewal of company licenses, tenancy contracts & subscriptions etc. In addition I can professionally use EDNRD Online Visa portal, Dubai Immigration Software, EIDA, Medical & other govt department online portals.

* Good knowledge & familiar with UAE Labour Law & JAFZA rules & regulations.
* Proficient user of ERP Oracle JD Edwards (HR & Admin Modules).
* Willing to learn new things, Fast Learner, self starter & self motivated, target oriented and a good team player.
* Strong communication and interpersonal skills, consistency and loyalty in employment.
* Conversant languages: English (Fluent), Urdu (Native) & Arabic (moderate)

**HR FUNCTIONS**

|  |  |  |
| --- | --- | --- |
| * Talent acquisition * Employees Engagement * Mediation & Advocacy      * Committed * Decisive Thinker * Role Model | * Staff Recruitment & Retention * HR & PA Budgeting * Payroll Administration   **CORE COMPETENCIES**   * Relationship Building * Analytical & Critical Thinking * Driven to Deliver | * Orientation & On-Boarding * Performance Management * Rewards & Benefits * Communication * Influencing * Personally Credible |

**PROFESSIONAL EXPERIENCE**

Description: Description: DSI Oil  Gas

Organization : **Drake & Scull International PJSC**

:*Subsidiaries*: DSI Oil & Gas, Abu Dhabi& Iraq, DSE Engineering & GTCC

: Job Location: Corporate Head Office, Dubai, UAE

Activity : Oil Filed Management Facilities, Engineering & Construction

Period : Dec 2014 to Present

Designation : **HR Officer**

**Job description:**

* Developing and implementing policies i.e working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
* Employees recruitment, including developing job descriptions & specifications, advertise the vacancies, checking application forms, short listing & interviewing the candidates with recommendation of concern department heads.
* Responsible to prepare the Payroll for DSI Oil & Gas staff & process the salaries through WPS.
* Handle all HR Related Matters for DSI Oil & Gas Abu Dhabi & Iraq.
* Provide the full HR support to Zubair Project in Iraq, ensure the smooth coordination with Iraq & Egypt HR depts.
* Lead the functional ERP and HR Self Service Portal implementation in DSI Oil & Gas.
* Assist in developing in-house training plans for subsidiary.
* Contribute in building the organization capabilities by participating in recruitment, training & implementation of HR systems.
* Prepare & update organizational chart.
* Issuing of all staff offer letters and increments as per the authority matrix.
* Bonus Distribution with coordination of Corporate HR & Area GM.
* Transfer of staff internally
* Evaluation of staff in coordination with Admin department & Corporate HR
* Evaluation of new staff before completion of probation period, in coordination with Dept Heads.
* Maintain & update salary scale as per market rate, with coordination of Corporate HR.
* Conducting exit interviews
* Statistical & Analytical reporting to the group; Turn over rate in area, absconding rate in area, Absenteeism rate in area & any other as per group need.
* Coordinate C&B for all areas.
* Develop & deploy induction program as per organizational hierarchy.
* Committed to DSI HSE requirements and all applicable legislations and contractual requirements
* Perform added tasks as per management need.

Organization : **Inter Equipment Co. Ltd, Jebel Ali Freezone, Dubai, United Arab Emirates**

Activity : Oil Field Supplies, Construction & Industrial Equipment Trading

Period : Feb 2012 to Dec 2014

Designation : **HR & Admin Executive / Public Relation Executive**

**Job description:**

**HR Executive:**

* Developed and executed HR policies & procedures, Aligned them with the corporate strategies & objectives.
* Working on Performance Management System (setting goals, KPI’s, priorities, monitoring, developing, rating).
* Recruiting staff - this includes developing job descriptions, specifications, preparing job advertisements, checking application forms, short listing, interviewing and selecting candidates.
* Administering payroll and maintaining employee personal records and associate it with HRIS.
* Responsible to advice the management on workplace related issues and prepare the policies & procedures to implement into workplace to make better work environment.
* Complete recruitment procedure, manpower planning, sourcing & screening, selection, short listing & interviewing.
* Coordinate with department manager / PM’s to ensure Employment Requisition forms are submitted for high technical positions and identify minimum job requirements such as job title, main duties, reporting line, salary package, nationality and age or gender preference etc.
* Prepare the hr work related reports monthly / quarterly & annually to measure the work performance and presented to HR Manager for his review.
* Prepare and draft policies & procedures and all kind of the hr related documentations.
* Developing and implementing policies such as working conditions, performance management equal opportunities, disciplinary procedures and absence management.
* Setting up of HR Policy & Procedures and re-designing of Employee contracts in line with the applicable labour law and HR best practices.
* Evaluate human relations and work related problems and meeting with supervisors and managers to determine effective remediation techniques.
* Handling Labour related affairs, legal formalities.
* Developing strong verification system for employee reference checks.
* Benefits processing (e.g. Medical Insurance& etc).
* Introduction and reception of newly hired employees.
* Implementation of company HR policy comprising of Quality Policy, Environmental Policy, Health and Safety Policy and HR Policy as per ISO 9001, ISO 14001, OHSAS 18001.
* Any other responsibilities assigned by HR Manager.

**Public Relation Executive:**

* Organize periodic renewal of Company Licenses including OFC & JAFZA Licenses.
* Represents the company in Immigration & Labor department for processing to get new & renew entry permits, employment visa, labor card, labor contract, residence visas, etc.
* Prepare, submit & collect all necessary documentation in order to organize all Employee official paperwork,
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Maintain and update the Freezone site on a regular basis by checking for expiry on CEC / Gate Pase / Export licenses / portal accounts and ensure to manage the minimum required fund on the portal to process transactions.
* Represent the Company at locations such as the Police Stations, Airports, Hotels, Consulates& Embassies, Ministries / Municipalities and other significant departments.
* Representing the company in CICPA Authority, responsible to get new / renew CICPA passes, cancellation and all other documentation on behalf of the company.
* Prepare the documentation to export the armed vehicle to Iraq, Afghanistan, Somalia, Sudan & other countries.
* Assist the concerned department in coordinating to their request of Police permit for stock taking, Certificate of Origin, Attestation, payment of (DEWA, ADDC, Etisalat, DU & other utility services).
* Responsible to handle all visa work for Head Office & Branches.
* Issue and ensure timely delivered online visit visas for the company guests and staff.
* Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, warehouses & company accommodations.
* Obtain visas from other embassies in UAE for staff members for their business travel.
* Prepare all online visa applications of Dubai immigration, Ministry of Labour and concern departments.
* Procedure of Emirates ID Card& preparation of Medical & other documents.
* Professionally handle and analyze confidential information.

**Admin Functions:**

* Inventory, monitoring and forecasting of office supplies using the company on-line system.
* Arranging travel for guests & managers including visas, tickets & hotel accommodation.
* Responsible for all administration purchases including printing, office supplies stationeries and other supplies related to staff accommodation facilities.
* Supervise and check the cleaning team works.
* Preparing all correspondence and maintaining related documents.
* Attendance monitoring.



Organisation : **Reliable Cartoon Boxes Works LLC, Sharjah, United Arab Emirates**

Activity : Manufacturing & Trading

Period : Jan 2008 to Dec 2011

Designation : **HR Executive / Public Relation Executive**

**Job description:**

**Human Resource Executive:**

* Perform screening of resumes after comparing with requirements provided and recommend viable candidates to the line managers.
* Sourcing & short-listing resumes through advertisement in newspapers & job posting in various job portals to find out the right candidate for the vacant positions.
* Introduction, Orientation, Reception of newly-hired employees and explain the company policies; employment terms & conditions, promotions, salaries, increments & other necessary information.
* Develop, plan & formulate the different work place related procedures, polices & programs for the implementation.
* Manage the training administrative work such as arrangement of training venue, materials required, etc.
* Coordinating with department heads to ensure that all probation appraisals are done and colleagues receive confirmation letters timely.
* Conduct the job analysis and inform the management about requisite vacant positions.
* Responsible for the accurate update and maintenance of employees’ records in accordance with UAE Labor Law and Auditing procedures.
* Conduct Exit Interviews for resigned staff; presents the results quarterly in comprehensive graphs and tables illustrating reasons of turnover.
* Overseeing all disciplinary actions, including terminations.
* Ensuring the effective implementation of company Human Resources policies, procedures and practices in accordance with company objectives and UAE legislative requirements.
* Proactively manage employee relations issues to enhance the employer/employee relationship.

**Public Relation Officer / Administration Duties:**

* Prepare and submit Renewal of Labour Cards / Issuance of Permits / Contracts, Employment & Residence.
* Prepare submit the cancellations of Employment/residence visas of company’s resigned staff & their families.
* Issue and ensure timely delivered online visit visas for the company guests and staff.
* Follow up on all public relation procedures pertaining to new recruits in liaison with public relations reps including local government authorities such Ministry of labor and Department of Immigration & Residency.
* Se up and maintains hard copy and electronics filing system, Prepare files in accordance with established records management standards and procedures.
* Provide service, support and assistance to new and existing employees on their requirements such are driving license, liquor license, car registrations, accommodation and legal requirements to ensure that PR services are provided as required.

 Organization : **Decent Printing Press Group, Karachi, Pakistan**

Activity : Printing and Publishing

Period : Jan 2006 to Nov 2007

Designation : **Administrative Assistant / Computer Operator**

**Job description:**

* Introduction & reception of newly hired employees.
* Screening of CV’s, and interviewing for the applicants.
* Posting job openings and complete recruitment procedure.
* Manage administrative function and establish internal administrative systems & controls.
* Fix appointments for meetings as required. Discuss all Admin related matters to the Director, including leave applications, reporting and tracking, employees documents tracking and filing.
* Manage Admin suppliers stationary stock and order, furniture, decoration, storage, utilities.
* Organize logistics requirements for visiting guests.
* Create databases and regular updates (e.g visiting cards, cards mailing lists, contact details etc).
* General filing, sorting of mails, documents and faxes, renewal of subscriptions.
* Maintain accessible files of audio-visual materials (i.e CDs, DVDs, video tapes)
* Ensuring cleanliness and tidiness of office at all times
* Responsible for daily routine tasks such as photocopying, scanning, filing, mailing & communications etc.
* Make a presentation using PowerPoint and give it through projector in General Meetings.
* Prepare and maintain attendance record.

**ACADEMIC QUALIFICATION**:

* **Specialization in Human Resource Management**

*From Virtual University of Pakistan in March 2013*

* **Masters in Business Administration**

**(MBA - Finance)**

*From Virtual University of Pakistan in Sep 2011*

* **Bachelor of Commerce (B.Com)**

*From KarachiUniversity in July 2008*

* **Intermediate in Commerce (I.Com)**

*From Board of Intermediate Karachi in Nov 2005*

* **Matric (Computer Science)**

*From Board of Secondary Education Karachi in July 2002*

**PROFESSIONAL CERTIFICATIONS**:

* **Associate CIPD-(Level 5 Qualification)**

Chartered Institute of Personnel & Development

Tution Provider - Oakwood International Group UK

* **Certified Human Resource Management Consultant (CHRC)**

(Certificate ID No. **CHRC-2130501086**)

American Certification Institute (ACI)

*Blue Ocean Academy, Dubai, UAE in March – 2013*

* **Certified Human Resource Manager (CHRM)**

(Certificate ID No. **CHRM-2130541107**)

American Certification Institute (ACI)

*Blue Ocean Academy, Dubai, UAE in March – 2013*

* **Certified Human Resource Professional (CHRMP)**

(Certificate ID No. **CHRMP-2121208373**)

American Certification Institute (ACI)

*Blue Ocean Academy, Dubai, UAE in Nov – 2012*

* **Peach Tree Accounting Software, Advance & Manual Accounting**

*Karachi Academy of Professional Skills, Karachi, Pakistan in June 2008*

* ***Microsoft* Office**

*Joint Venture of* ***Microsoft*** *and CTLC Community Technology and Learning Centre,*

*Karachi Pak in Aug 2007*

* **Primavera Project Planner**

*Technoman Technology Trainers and Consultant,*

*Skill Development Council,*

*Karachi Pakistan - May 2007*

* **Certificate of Information Technology**

*Modern Institute of Secretarial Sciences,*

*Skill Development Council,*

*Karachi Pakistan - Aug 2005*

**Trainings:**

* **First Aid CPR, AED**

American Heart Association, USA

*Cedars Hospital, Jebel Ali*

*Dubai, UAE in Feb – 2013*

* **Basic Fire Fighting Training**

*Alaweer Training Centre,*

*Dubai Civil Defence - Dubai, UAE in April – 2013*

**Seminars & Workshops:**

* **Mentoring for Career Development**

Prepared & delivered the Learning Event

*Middlesex University, Dubai – UAE in May 2017*

* **Team Learning**

*Middlesex University, Dubai – UAE in May 2017*

* **Talent Management**

*Middlesex University, Dubai – UAE in May 2017*

* **Stress Management**

*Park Regis Hotel, Dubai - UAE in Oct 2013*

* **Time Management Skills**

*Park Regis Hotel, Dubai -UAE in May 2013*

* **Team Building**

*Zabeel Park, Dubai, UAE in March 2013*

* **Myer Briggs Type Indicator**

*Park Regis Hotel, Dubai, UAE in Dec 2012*

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**Memberships / Affiliations**:

* ***Associate* CIPD**

Chartered Institute of Personnel & Development –UK

Since May 2017

* **Australian Human Resource Institute – (CAHRI)** (Expected to get in Dec 2017)
* **Blue Ocean HR Forum**

Active member of the forum since 2012

*Blue Ocean Academy, Dubai, UAE in Dec – 2012*

* **American Certification Institute**

Certified Human Resource Management Professional, *Since Dec – 2012*

**INTEREST**:

* Cricket
* Swimming
* Reading
* Traveling

**PERSONAL INFORMATION**:

* Nationality : Pakistani
* Visa Status : **Employment (Abu Dhabi)**
* Birth Date : 20 April 1986
* Gender : Male
* Marital Status : Single

**REFRENCES**:

* Can be furnished on Demand.