

**CURRICULUM VITAE**

**Haytham**

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| **Date of Birth:** | 01/01/1967 |  |
| **Nationality:** | Palestinian |  |
| **Marital Status:** | Married with four children |  |
| **Education:** |  |  |  |
| Business Computer University | Beirut, Lebanon |

* Bachelor of Business Administration
* Majoring in Management

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| Master Degree (HR) | October 2013 (expected graduation) |  |
| **Experience** |  |  |
|  |  |  | **HR & Administration Manager** |  |
| 15/12/2011 up to Present |  |
|  |  |  | **Red Head Electromechanical Cont.-Abu Dhabi** |  |
| **Responsibilities :** |  |  |
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* To plan, develop and manage the Company’s employment, placement and transfer strategies
* To ensure adequate supply and flow of staff to meet current and future personnel requirements.
* To manage recruitment and job placement initiatives and activities of the organization
* To manage the screening, interviewing and sourcing of applicants.
* Prepare and present offers to recruits as directed
* Manage overseas interviews of applicants to approved positions abroad organized through reputable recruitment agencies.
* Develop HR policies and procedures relating to compensation and benefits
* Other duties are assigned
* Responsible for all HR & Administrative functions of the organization

30/10/2011 –25/11/2011

**HR & Administration Manager**

**Dalma Mall – Abu Dhabi**

**Responsibilities**

* To coordinate the Human Resources function for Dalma Mall.
* Recruit and retain key personnel to manage and administer the running of Dalma Mall in the most cost effective and profitable manner possible.
* Handling recruitment on all levels, from senior staff to normal employees, examples are: Operations Manager, General Manager, Technical Engineers, Mechanical Engineers, Chief of Finance, etc
* Establish HR records and manage time keeping, documentation, etc. as required by UAE labor law and business standards.
* Create company strategic recruitment and selection plan.
* Oversee compensation programs to ensure regulatory compliance and competitive salary levels.
* Develop HR policies and procedures relating to compensation and benefits.
* Develop and coordinate grievances and mediate workplace disputes.
* Recommend and maintain an organizational structure and staffing levels to accomplish company goals and objectives.
* Oversee the Employee relations function within HR.
* Act as an effective communicator between employees and concerned parties if there are any issues arising within the department or with the employee.
* Evaluate and recommend human resource outsourcing opportunities and identify potential vendors.
* Develop and manage annual budgets for the division and perform periodic cost and productivity analyses.
* Recommend and establish company policies and procedures.
* Work with department managers and corporate staff to develop five year and ten year business plans for the company.
* Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
* Serve on planning and policy-making committees.
* Other duties as assigned.

Jul. 2006 - 15/10/2010

**HR & Administration Manager**

**VIP Private Office - Al Ain**

**Responsibilities**

* Manage and coordinate all Human Resources and Administration functions and resources and ensure that the above functions are executed efficiently, accurately and in a timely manner;
* Recruiting on different levels, from doctors, engineers, managers, to workers, servants.
* Prepare reports on the performance of Section Head – Human Resources & Section Head – Administration for the General Manager
* Review all the periodic reports prepared by the Section Head – Human Resources & Section Head – Administration, Responsible for business strategic planning and managing administrative and human resource operations.
* Reporting to the General Manager.
* Expert in recruiting on a local, national and international level.
* Develops department goals and objectives.
* Responsible for establishing strong connections with clients to coordinate hiring requirements.
* Responsible for all HR & Administrative functions of the organization.
* Handling all clients' enquiries for recruitment of all categories of personnel.

Aug. 2003-Jun. 2006

**HR& Administration Manager**

**SAA Establishment - Abu Dhabi**

SAA Establishment is an Oil Field Services Company and Manpower Supply for the Oil & Gas sector in UAE for the past 15 years with a present strength of over 150 staﬀ. SAA specializes in manpower supply to all ADNOC Group of companies like ADMA, ADCO, ZADCO, GASCO, ADGAS, Takreer, Fertil, Borouge, NDC, ADWEA and various other OPCOS.

**Responsibilities**

* Responsible for business strategic planning and managing administrative and human resource operations.
* Reporting to the General Manager.
* Develops department goals and objectives.
* Responsible for establishing strong connections with clients to coordinate hiring requirements.
* Responsible for all HR & Administrative functions of the organization.
* Handling all clients' enquiries for recruitment of all categories of personnel.
* Interacting with clients especially oil companies to discuss the job descriptions, salary package, contract duration & value and recruitment plan.
* Work in all areas of the recruiting process from selling company's services to prospective clients to placement of highly qualified professionals.
* Handling personnel matters like employment offer letter, termination letter, payrolls, sales commission, annual leave, and other.
* Comply with the recruitment policies and procedures for the internal / external staff requirement.
* Building rapport to people in person and over the phone.
* Expert in recruiting on a local, national and international level.

June 1999 - July 2003

**Recruitment Officer & HR Assistant**

**Group 4 Securitas Emirates LLC – Abu Dhabi**

Group 4 Securitas Emirates LLC is a huge company that engaged in recruitment, contract staﬃng and manpower services to the oil/gas, power, healthcare & hospitality, banking, conference and exhibitions in UAE. I was working in ADNOC Food through Group 4 as Recruitment Oﬃcer & HR Assistant.

**Responsibilities**

* Reporting to the Human Resources manager.
* Responsible for complete recruitment process of all manpower requirements of the organization.
* Interacting with all the departments for recruitment matters.
* Sourcing and short listing the candidates of all levels based on their qualifications / skills & experience.
* Interacting with local and international recruitment agencies as per the recruitment plan and requirement.
* Ensure that evaluation of performance for all employees is done properly in accordance with company performance management systems.
* Preparing offer letters, service orders, and service certificates of contracted staff. Handling all related correspondence and documentation.

Nov. 1992- May 1999

**Office Administrator & HR Coordinator**

**CCC - Abu Dhabi**

Consolidated construction company (ccc) is a leading diversified company carrying out construction, engineering, procurement, development and investment activities internationally with emphasis on the middle east region.

**Responsibilities**

* Assisted Recruitment Officer and Personnel officer in recruitment Process and employee relations.
* Coordinated all activities of recruitment process including: advertisements preparation of vacant positions and coordinating with Recruitment Agencies, Preliminary short listing of CV's and conducting written test as per job profile of the position, coordinating with concerned department and follow-up with potential

candidates.

* Maintaining proper record of employment applications and responding to the potential candidates.
* Coordinating with administration and public relation department for employment initial effects, legal matters/formalities, termination/resignation of employees. Handling all correspondence for HR Department and keeping Proper record.
* Oversees payroll administration, personnel records maintenance
* Preparing monthly reports and maintaining database of the department.
* Handling all administrative work related to HR department.

**Computer Skills**

* MS Office XP ( Ms Word , Ms Excel , Ms PowerPoint Ms Outlook )
* ERP
* Lotus Note & several software’s
* Practicing Oracle Software’s
* Internet Surfing.

**Language**

Arabic &English