###### **SYNOPSIS:**

• 12+ years’ experience in the Management level of The HR & the Administration.

• 8+ years’ experience in the labour market, regulations and the laws of UAE.

• Experience in all Hr Areas (Recruitment, employee relations, government relations, Hr administration and compensation.

• Experience in Hr. management for companies consists large number employees.

• Experience in modification the HRMS System(Multivision, Oaysis).

• Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

• Excellent management skills.

A vital role throughout my previous positions was to develop the whole Hr system and the processes.

###### **‘Education**

* 09/1996- 06/2000 ***BA in Business Administration*** *, Faculty of commerce Ain Shams University, Cairo, Egypt.*
* 2010 *Mastered a Business Skills Development Course Package of (37) courses, from American Chamber of commerce, Cairo, Egypt.*
* 2011 *Holding Managing Consultant Diploma in: Human Resource Management - Quality in Customer Service - Strategic Planning - Public Relations and Communication Skills of the Administrative.*
* *2012 Certified as a Professional international Trainer in Critical Thinking Program from*

*(The Center for Simplified Strategic Planning, USA)*

* *2013 Level 7 Diploma in Business Management. Currently Studying MBA.( University Of Worcester.UK)*

###### **Languages**

**Arabic Native Speaker**

**English Fluent**

###### **Professional experience**

* Desert Enterprises Trading & Contracting, Salalah, Oman.

**Business: Quarries blasting, Processing, Crushing, and Shipping of Lime Stone**

**March 2003 –** Worked as **Crusher Manager** Fully in charge of the work Operation, Progress and Production. **June 2005.**

**Main Responsibilities**:

* Organizing, handling all agents requirement and quotation.
* Follow up reservations, contracts and all concerning my file.
* Preparing contracts and Accounting Invoices preparing credit note and debit Note.
* Internal management, by taking into account sustainability principles in the management of human resources, office supplies and production of printed materials;
* Taking care of all HR and Administrative issues with employees as: salaries and benefits. Payment, disciplinary actions, Hiring and separation, employment contracts preparation, etc.…
* Package components that minimise environmental, economic and social impacts;
* Contracting with suppliers, by integrating sustainability principles into the selection criteria and service agreements of suppliers;
* Customer relations, by guaranteeing privacy, health and safety standards, and
* providing customers with information on responsible behaviour and sustainability
* Taking care of all HR and Administrative issues with employees as salaries and benefits. Payment, disciplinary actions, Hiring and separation, employment contracts preparation, etc.…
* Full supervision of staff and performance control.
* Controlling costs and purchases of the whole location and activities.
* Business support and marketing activities.
* Solving technical problems and insuring the best performance running of the business.
* Coordinating transportation activities with external parties etc…
* Supervising the Material shipping to outside the country parties etc...
* Al Ahli Holding Group , Dubai, Fujairah and Sharjah UAE.

**Business: Group of Companies Constructions and Aluminium Manufacturing divisions: Dubai, Fujairah and Sharjah.**

**July 2005 –** Worked as **Public** **Relation** **Manager** In Charge Of 8 Member Companies.

**April 2007.**

**Main Responsibilities**:

* Handling 1800 employees’ passports.
* Taking Care of anything related to the company with the Government in UAE.
* Process new and renew all visas, labour cards and medical for employees. Process new and renew all licenses.
* Process new and renew all employment requirements for employees and per the UAE Labour Law.
* Maintain a database for each employee with expiry dates for residence and employment visas, labour cards and passport expiry. Commence renewal process in advance and advice to HR coordinators of the same.
* Process new and renew all medical for employees. Schedule medical efficiently and cost effectively for all employees. Schedules to be submitted to the HR coordinators for employee notice.
* **HRMS Management** by manages, update and maintain the HRMS with all employees’ residence and employment, labour and medical card and passport details. Generate reports as requested upon approval of the Head of Human Resources department.
* **Develop** friendly and functional relationships with employees, managers and service providers to enhance the image of the department both internally and externally.
* **Resolution of Problems**, Proactively resolving employee complaints and issues, within the delegated level of authority, or referring the problem for resolution by management in an efficient, courteous and professional manner. Be forthcoming with information to managers on an application status for a respective department employee.
* **Coordination**, Coordinate and follow with HR coordinator, on all matters relating to the above.
* Management Support, as and when required, support management initiatives such as collection of employee feedback.
* **Confidentiality**, a high level of confidentiality must be maintained at all times, both in and out of the office. Personnel information must not be communicated at any time without prior approval from the Head of HR.
* Al Ahli Holding Group, Dubai, Fujairah and Sharjah UAE.

**Business: Group of Companies Constructions Division, Aluminium Manufacturing & Water Proofing.**

**May 2007 –** Worked As **Human Resources and Administration Manager** In Charge Of 5 Members Companies of the Group. **April 2013.**

**Main Responsibilities**:

* Full responsibility of HR and Admin Department procedures and activities.
* Planning manpower charts according to the requirements of departments.
* Proceeding initial interviews and selection of manpower (all levels).
* Planning hiring announcements/advertisements on newspapers, agents, Etc… with the required job description for every post.
* Supervising Preparing employment contracts and job cards for the newly joined employees.
* Preparing regular reports regarding the activities of my department.
* Arranging seminars, business meeting and presentations for the top management.
* Taking Care of the yearly performance review of the departments.
* Applying Motivation Methods and strategies.
* Make Sure of building relationships and healthy work environment.
* Sharing in planning the yearly Budget/cost control for the Admin/HR Department.
* Following day-to- day HR and Administration activities with Departments and Employees as per labour low and internal police like: memos, disciplinary actions, instructions, payroll, public relation activities, terminations, resignations, hiring, announcements, etc…
* Helping in Planning and executing “localization policy” for the company as per the UAE labour low for reaching the percent announced by the low.
* Supervision Public Relation activities of the organization as: visas, work permits for foreign, Trade Licenses, Rental Contracts, cars registration, Insurance policies, office purchases, drivers, office boys, maintenances and repairs, police reports, musicality activities, safety of locations, quality control, etc…
* Following day-to- day the changes in the Labour Law.
* Full responsibility of the Department Petty Cash and cash requests that required for renewals and such cases.
* Supervising the Staff and labour accommodation regularly.
* Supervising the application of security measures and safety at the sites.
* Weekly visits to the sites to check if any requirements or needs for the sites.
* Working within general methods, procedures, and exercises.
* Considerable independent judgment to select proper courses of action.
* Supervises the revision of rules, regulations, and procedures to meet changes in law and policy.
* Supervises such management planning activities as job analysis, organization studies and the workflow.
* Consults with operating officials on program plans in relation to fiscal capacity.
* LONESCO Consultancy & Training FZE, Dubai, UAE.

**Business: Education Consultants, Management & Administration Training, Corporate Resource Planning & Development.**

**April 2013 –** Worked as **Human Resources and Administration Manager + Consultant.**

**Oct 2014.**

**Main Responsibilities**:

* Full responsibility of HR and Admin Department procedures and activities.
* Planning manpower charts according to the requirements of departments.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews and recommending changes.
* Maintains management guidelines by preparing, updating, and recommending HR policies and procedures.
* Recruiting full and part time instructors and maintain their files, performance evaluations and salaries per hour.
* Providing consulting services on matters related to HR and business structure and growth by Assessing and Modifying the Hr. System for the clients Consultancy and sitting their Hr. Policies.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Ensures planning, monitoring, and appraisal of employee.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management.
* Maintains historical HR records by designing a filing and retrieval system; keeping past and current records.
* Completes HR operational requirements by scheduling and assigning employees; following up on work results.
* Maintains HR staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
* Novotel Ibis and Adagio Fujairah, UAE. (Accor Group).

**Business: Hospitality.**

**Nov 2014 –** Worked as **Human Resources Officer.**

**Feb 2015.**

**Main Responsibilities:**

* Participate in the preparation of the Human Resources Budget under the guidance of the HR Manager
* Liaise with Recruitment Agents effectively
* Maintain an up to date CV’s Database for future facilitation of recruitment needs and assist in recruitment process and professional candidate correspondence
* Establish and maintain effective employee relations
* Conduct Induction / Orientation program for all newly joined employees as per the hotel standards
* Receive employee complaints, suggestions and queries and make sure they have been handled properly
* Maintain an up to date computerized database of all employees and keep the payroll system accurate at all times
* Assist the HR Manager in the preparation of periodic reports as required and ensure that all official reports are sent on time
* Coordinate with all Departments with regard to HR related activities
* Assist the Employee Welfare Committee in planning, organizing and implementing employee sports, social and welfare activities
* Issue and control employee lockers and maintain record to produce a monthly summary, control keys in the key box and replace locks / keys of lockers as required
* Initiate and process employment requisitions (Authorization to Hire form), develop and edit departmental job descriptions, vacancy announcements and position advertisements in consultation with the Director of HR.
* Maintain the Accor Jobs and post vacancies as and when required.
* Coordinate the employee employment process for the department and the hotel as appropriate
* Prepare the Personal Action form for all new joiners and existing employees.
* Posts new joiners on the HR information system.
* Prepare and complete the monthly HR Report and other statistical reports as required by the HR Manager.
* Assist in maintaining personnel files for all employees in methodical and confidential manner and ensure files and other information are kept under strict confidentiality
* Perform related duties and special projects as required.

#### Computing

* OASYS (HR System).
* HRMS Multivision (HR System).
* All MS Office applications, including MS Word, Excel, Power point
* Very good user for Outlook Express

#### Objectives

To obtain a position with responsibilities in a challenging customer oriented environment, providing opportunities for professional growth and advancement, Where I can utilize my education, experience and acquired technical skills achieving your organization business objectives in additional to expanding my knowledge and improving my personality

**Personal & Hr Skills**

* Team Direction and Leadership, Performance Management, Manpower Planning and Organisational Control, Policy Awareness and Implementation, Employee Relations, Administration, Training and Development and HR Monthly reports as well as MS office.
* Very organized, careful, and punctual
* Strong communication, organizational and problem solving skills.
* Quick learner: thought myself several communication skills and styles.
* Full and outstanding experience Public Relations field.
* Dynamic and hard working (willing to Travel if required).
* Deal with People at all levels and ranks in a professional way.
* Able to work dependently and with groups.
* Ready to work through time shifts and Traveling.
* Working efficiently under pressure.
* Good Communication abilities in English and Arabic.
* Ability to manage problems and preventing it as possible from Happening.
* Enhancement of organization’s image and reputation.

**Personal Details**

* **D.O.B.** 15 - 08 - 1977 in Cairo, Egypt.
* **Nationality**  Egyptian.
* **Status** Married.