**Summary**

Seasoned HR Professional with more than 15 (9 years earned in UAE) years of
experience in fast-paced Human Resource Development. Excellent HR Strategy and
Human Relations skills. Track record of achieving exceptional results in
Recruitment, Policy Development and Job Analysis processes.

**Skills**

MS Office (Word, Excel, PowerPoint JAFZA rules and VISA processing
& Outlook HR Strategy Formulation
Oracle (R12) Workforce Planning
Highly knowledgeable in UAE
Labor Laws

 

 

 

 

 

 

**Experience**

*HR Admin Officer Sept 2015*-*Present*
*Al Mayar Group*

Lead and delivered ISO 9001:2008 Accreditation as a Management
Representative (MR). Certificated achieved in less than 6 months.
Managed over all HR Functions covering : Policy development, Recruitment,
Performance Management, Payroll and Benefits Administration.
Improved Daily performance into 100% deliverable by installing KPIs for
Operations Department.
Perform payroll functions, such as maintaining timekeeping information and
processing and submitting payroll.
Use computers for various applications, such as database management or word
processing.
Set up and manage paper or electronic filing systems, recording information,
updating paperwork, or maintaining documents, such as attendance records,
correspondence, or other material.

 

 

 

 

 

 

*HR Officer Aug 2013*-*Sept 2015*
*Al Shirawi Group (ASE & Dortmund & Hubbard)* - *Dubai Investment Park*

Handle general HR Function and Services for two (2) major Business Units
covering other GCC Regions (Oman, Kuwait, KSA).
Conducted Job Mapping and prepared Job description along with the concern
Department for various positions.
Perform difficult staffing duties, including dealing with understaffing,
refereeing disputes, firing employees, and administering disciplinary
procedures.

 

 

 

Identify staff vacancies and recruit, interview and select applicants.
Supervise On/Off-boarding procedures including VISAs, Permits and

 

repatriation procedures in coordination with the central PRO.

 

Serve as a link between management and employees by handling questions,

interpreting and administering contracts and helping resolve work-related
problems.
Advise managers on organizational policy matters in compliance with the
UAE Labor Law and recommended needed changes.
Plan and conduct new employee orientation to foster positive attitude toward
organizational objectives.
Maintain records and compile statistical reports concerning personnel-

 

 

 

related data such as hires, transfers, performance appraisals, and absenteeism
rates.
Conduct exit interviews to identify reasons for employee termination.
Develop or administer special projects in areas such as pay equity, savings
bond programs, day-care, and employee awards.

 

 

 

*HR Specialist Nov 2011*-*Aug 2013*
*NAFFCO (National Fire Fighting Co.)* - *(South Zone)*

Responsible for the overall company local (UAE) recruitment activities
including sister companies and GCC branches (KSA, and Qatar).
Annual Leave computation and Final Settlement (gratuity) Coordinating with
ALL GCC PROs and HR Coordinators for VISA processing issues.
Close monitoring of manpower deployment for all employees to GCC project
sites coordinating (VISA, Accommodation, Booking and Airport pickups etc.)
Manage hotel and flight bookings and coordination with travel agencies.
Policy and Procedures: Developed HR Manual and Employee Handbook -
Employment Law: Ensured the company is compliant with UAE legislation.
Evaluate job positions, determining classification based on job level and
approved manpower matrix

 

 

 

 

 

*Assistant HR Manager Jun 2010*-*Sep 2011*
*Doosan Heavy Industries and Construction* - *Dubai*

Plan, organize and deploy manpower in the Middle East job sites (KSA, Qatar,
UAE, Libya, Egypt, Kuwait and Oman) through agents, direct hiring global
video conferencing, portals and referrals

 

Developed table of benefits based on the respective Labor Law of each country
(KSA, Qatar, Kuwait, Oman and UAE).

 

Accredited 5 local recruitment agencies from Philippines by setting a formal
meeting with POEA government officers.
Improved 98% deployment efficiency by developing a comprehensive
Recruitment Flow Chart per country with its detailed requirements and
procedures.
Maintain HR Policy and Benefits administration in GCC covered projects.

 

 

Administration and VISA Procedures in UAE and GCC Countries.
Perform payroll functions, such as maintaining timekeeping information and

 

 

 

processing and submitting payroll through WPS.

*HR-Admin. Executive Apr 2007*-*Jun 2010*
*Al Dobowi Group Hankook Tyres* - *Jebel Ali Free Zone*

Set up Recruitment and Selection process compliant to JAFZA rules and

regulations
Prepared benefits analysis of Employee benefits and compensation
Developed Administrative work flows and VISA procudres as per-JAFZA
Dubai Portal.
Improved practices establishing clear cut Company Policies and Procedures.
Contribute in ISO 9001 accreditation and audits.

 

 

 

 

*Rustan Supercenters, Inc Aug 2006*-*Feb 2007*

 

Manila Phils.
HRD Department Head Manages overall HR and Administrative services for
the company and coordinates directly to HRAD Division Manager for the
general Employee welfare programs and activities.
Oversees general HR functions such as Recruitment, Employee Relations,
Benefits and Compensation, Industrial & Labor Relations and overall
administrative functions Ensures the implementation and adherence of
employees to company policies.

 

 

 

*HR Supervisor Jun 2003*-*Aug 2006*
*FLEXO Manufacturing, Inc*

Manufacturing Plant HR-Administration Head in absence of HR Director in
providing general directions and Policy implementation Specialized in
Employee and Labor Relations Concluded Collective Bargaining Agreement for

 

year 2004-2007 Established Employee Welfare Programs Developed Policies
and Procedures and improved employees attendance and performance.

*Human Resources/Employee Services Officer Apr 1999*-*Jul 2002*
*TEMIC RF Phils., Inc*

Handles Employee Relations activities and other HR areas such as
Recruitment and General Employee Orientations.
Assist in conducting employee productivity trainings.

 

Maintained Personnel Information System (HRIS) and 201 files management.
Coordinates with government and manpower agencies.
Developed Employee Handbook and Employee Grievance Handling.

 

 

 

**Education**

 

*Certified Human Resource Professional (CHRP)* : *Human Resources Jun 2015*
*Blue Ocean Academy* - *Dubai*, *Dubai*

*Master of Science* : *Psychology Industrial Organization Oct 2002*
*De La Salle University* - *NCR*
Psychology Industrial Organization

*Bachelor of Science* : *Industrial Psychology Mar 1999*
*Polytechnic University of the Philippines* - *Maynila*, *NCR*

**Affiliations**

9 years HR experience in UAE
CPHR
FILHR active Member
ISO 9001: 2008 Management Representative (MR)

 

 

 

**Language**

 

Fluent in English and strong correspondents drafting skills

**First Name of Application CV No:** 1670742 278457

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