CURRICULUM VITAE

***Personal Information:***

Date of birth : January 26, 1977

Valid till : April, 9th, 2016

Driving License : UAE Driving License

Career Objective:

To work as an HR Business Partner/ HR Generalist, which is a role I delivered fully in ADIA for 8 years.

I am a customer service oriented professional, objective oriented, results driven, and believe there is always a room for improvement, and with my experience as HR Generalist alongside my communication and analytical skills I believe I can perform as an added value to my organization.

*Career History:*

* **KBBO Group, 2013 (UAE – Abu Dhabi):**
* **Position : HR Manager - (HR business partner/generalist role)**
* **Tenure : April 2013 - till March 2015.**
* **Duties and responsibilities :**
* Consultation in the development of organization’s values, & mission.
* Participates in business task forces (ERP, implementation of any required best practice, or framework etc….) in KBBO Case we are implementing Oracle Fusion.
* Workforce planning, diversity, retaining
* Partners with line managers to lead and facilitate change:
* HRM process mapping
* Salary review, grading structure and pay scheme.
* Sourcing/ interview
* Communication/engagement with employees
* Corrective action with employees and managers as applicable
* **Al Handal International Group, 2011 (UAE - Dubai):**
* **Position : HR Manager (Dubai and Baghdad)**
* **Tenure : December 2011-Feb 2013.**
* **Duties and responsibilities : (as it is a high-risk region, this job was not Meant to**
* **be permanent)**
* Manpower Planning.
* Improve staff morale by providing staff welfare facilities and handling of employee complaints and counseling.
* Assist management in formulation of effective policies and procedures regarding recruitment, promotions, transfers, increments, leave, disciplinary action, grievance, retirement, resignations, extension, dismissals and other employee related matters.
* Manage and monitor security and safety at premises in possession of HIG GROUP in Iraq.
* Perform any other function/task as and when assigned by the Chief Executive Officer.

**Abu Dhabi Investment Authority, 2004 (UAE – Abu Dhabi)**

**Position : IT-HR Admin Assistant / (Role: HR Generalist)**

**Tenure : July 2004 till October 2005 (contractor) -**

**Nov 2005 till April 2011 (direct-hire).**

**Duties and responsibilities :**

1. Assist in the preparation and scheduling of reports to the ITD Management (Attendance, training, Performance related reports, as well as analytical reports, etc…)
2. Contribute to hiring qualified staff by working with the function managers to ensure proper hiring practice in the ITD which includes: yearly Manpower Planning, Communication with qualified recruitment providers, screening CVs and short-listing, interviewing and selection.
3. Provide full support to the HRD in relation to any HR related project.
4. Managing Training requirements within the ITD as per the following details:
   * Identifying training and development needs within ITD as per the yearly performance appraisals and IT projects as well as domain requirements in consistent with the ITD yearly objectives.
   * Evaluating training and development programs and training providers based on quality and cost.
   * Helping line managers and trainers solve specific training problems, either on a one-to-one basis or in groups.
   * Communicate with the various functions within the ITD to gather the training needs of their staff in order to set a timely efficient plan during the current year.
   * Arrange all in-house training courses from A-Z including conducting searches to identify qualified providers as well as cost effective training courses.

**Admin Work Experience (PA, Executive Assistant) - (UAE – Abu Dhabi)**

**Emirates Center for Strategic Studies & Research ECSSR, 2003:**

**Position : Personal Assistant to the HR Director**

**Tenure : April 2003-June 2004.**

**US Embassy – Abu Dhabi, 2003:**

**Position : Administrative Assistant (General Services Office)**

**Tenure : Feb 2003-April 2003.**

**LuxSat Gulf Limited, 2001:**

**Position : Executive Assistant to the CEO**

**Tenure : November 2001 – November 2002.**

**National Consulting Bureau (NCB), 2001:**

**Position : Executive Assistant and Training Coordinator.**

**Tenure : February 2001 – August 2001**

**Ayoubco General Contracting Co., 1998:**

**Position : Executive Assistant.**

**Tenure : July 1997 – December 2000**

***Educational Qualifications:***

***Educational Background:*** Bachelor of Art, English Department, Al-Mansoura University, Egypt, 1998.

***Training Courses & Certificates:***

* + - * MS Word, Excel and Internet. Nadia Training Institute, UAE.
      * Java I (computer programming language) Syscoms.
      * Human Resource & Personnel Management, Syscoms.
      * Mastering the Training Cycle: Identification & Analysis of Training Needs – Training Evaluation & Assessment.
      * Effective Performance Management.
      * [Improving your Project Management Skills](http://www.glomacs.com/courses/PM003.asp?sj=PM003)
      * Salary Structure & Pay Scheme.
      * ITIL Foundation v2. (IT Service Management)
      * TsinghuaX: 70167012x Human Factors and Culture in Design ([edx.com](http://edx.com))

***Additional Skills:***

* Excellent Computer Literacy (MS Word, Excel, PowerPoint, Outlook).
* Lotus notes.
* Excellent communication & presentation skills.
* Analytical Skills
* Strong administration skills
* Process Mapping

***Language Known:***

 Arabic, Fluent.

 English, Fluent.

**First Name of Application CV No 1681332**

Whatsapp Mobile: +971504753686



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