Samer

[Samer.327428@2freemail.com](mailto:Samer.327428@2freemail.com)

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

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| **Experience Summary** |

## **Profile**

Top Performing HR Manager /Operations with proven presentations, negotiations, and closing abilities perfected over 18+ Years of progressive experience in Administration, Accounting, HR & Logistics Manager in various International companies.

**Key Competencies**

Budgeting, Forecasting & Payroll,Materials,Freight,Workers Compensation,Timeliness, accuracy and adequacy of problem identificiations, status reporting and corrective plan

### Professional Experience- UAE

December 2011 – July 2016

**HR & WRC Manager at Campco LLC - Abu Dhabi (Sister concern of Drake & Scull PJSC)**

* Reports to the Corporate HR Director, as being part of the restructuring team that is in charge of developing the Organization Structure and Functional Descriptions and related Job descriptions, in line with the strategic plan.
* Direct the development and oversee the implementation of functional policies, processes, procedures and controls covering all areas of HR, so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service.
* Approves **A**uthority **f**or **E**xpenditure (AFE’s), Contracts, Invoices and Commitments for all business relevant to HR consistent with company’s policies.
* Ensure the effective achievement of HR functional objectives through the leadership of the HR department - setting individual objectives, managing performance, developing and motivating staff, provision of formal and informal feedback and appraisal - in order to maximize subordinate and departmental performance.
* Direct the preparation of the HR department budget and plan and monitor financial performance versus the budget so that the business is aware of anticipated costs/revenues, areas of unsatisfactory performance are identified and potential performance improvement opportunities are capitalized upon.
* Prepare, forecast and budget the manpower plan in accordance with the management’s needs and in line with the organization’s requirements and management directions.
* Develop the recruitment policy and ensure adherence to it so as to see that best people with highest potential are recruited.
* Develop and direct the implementation of effective Compensation and Benefits policies and procedures, covering remuneration, car, medical and other non-financial benefits that ensure that employees are fairly and competitively remunerated in line with their contribution/performance and that Al Qudra Holding is able to Direct the preparation of periodical progress reports to keep top management informed about the progress of various initiatives and to facilitate decision making.
* Executive lead to create and maintain the appropriate processes and culture to ensure Al Qudra Holding meets its obligations, internally and externally to have an effective internal control environment, an appropriate compliance and ethics policy. Encourage the company culture of ethical conduct and compliance.

(Senior &Labour city ) for 7000 head capacity

* **Responsibilites:**  
   Responsible for overall performance of all camping staff to minimize costs and provide direction and flexibility work atmosphere to strengthen workmenship relationship with managment as per policy and procedures.  
  ϖ Ensure compliance with all relevant legislation including Industry Awareds and Agreements.  
  ϖ Attend all training meetings and facilitate regular monthly staff meetings.  
  ϖ Monitor and manage staff performance including undertaking staff appraisals in a timely manner  
  ϖ Responsible for staff recruitment and induction process and provide necessary job training for staff development  
  ϖ Review, develop, and maintain policies to ensure the efficient operation of camping facilities  
  ϖ Oversee negotiations with suppliers of all stock, consumables and equipment items  
  ϖ Monitoring meal quantity, portions and presentations and manage unacceptable quality  
  ϖ Coordinating with Service providers on the timely development of new menus,   
  ϖ Oversee the ordering, storage and ensuring effective cost control and minimum wastage  
  ϖ Perform administrative duties in accordance with approved policies and procedures and handling the duties of key staff if required  
  ϖ Prepare and monitor an annual expense and capital expenditure budget for all camping facilities  
  ϖ Ensure all camping clients complete the camping agreement and make all payments in accordance with the Agreement; follow up and collect any outstanding payments  
  ϖ Proactively market camping facilites including combined function and accomodation packages  
  ϖ Initiate sales calls with poential and existing users of all camping facilities including the develpment and personal presentation of sales proposals and site inspections  
  ϖ Develop, implement & monitor marketing plans and budgets based on performance indicators for camping operations  
  ϖ Devise and adhere to a suitable preventative Maintenace plan for all facilities, plant and equipment including responding promptly to reported or observed damage or faults  
  ϖ Oversee all maintenance contractors for the facility and provide advice feedback to company  
  ϖ Implement and maintain best practice risk management strategies and emergency preparedness and responser procedures applicable to a large multi building setting.  
  ϖ Comply with the occupation and Health and safety policies and procedures as found in OHS Managment  
  ϖ Attend meeting with other managers regarding reginal council and other relevant agencies on emergency situations  
  ϖ Maintain contemporary skills and product knowledge relevant to the provision of camp programs, food and hospitality services

**Logistic & Administration Manager at B I Power LLC (A Member of Al Habtoor Trading Enterprises)**

**Location:** Abu Dhabi, United Arab Emirates , Abu Dhabi  
**Company Industry:** Engineering   
**Job Role:** Administration  
February 2011 - October 2011

**Scope of Responsibilities:**  
Provides leadership and support to projects and business development initiatives during the bid stage, and continually reduce costs through proficient resource planning and deployment for timely execution of projects ensuring the project is risk free protecting the interests of the company.  
**Roles and Responsibilities**:  
♣ Advise and co ordinate with management and staff within the company to facilitate all projects and the business development initiatives commencing from the bid stage onwards. Monitor projects with respect to cost, resource deployment, productivity improvements and manpower planning to ensure timely completion of project schedules.  
♣ Interface with buyers for placing local and overseas orders and co-ordinate with suppliers for finalizing delivery schedules for materials/equipment. Monitor and follow up with suppliers to ensure that materials and equipment are delivered by the supplier, collected by the freight forwarder and received at the site ensuring smooth transportation and timely delivery of the finished products.  
♣ Monitor and co-ordinate with various freight forwarders, third party agencies, ports, customs, subcontractors, handling agencies etc. to accelerate shipments and clearances. Interface with insurance agencies for regular declaration and reporting in case of any accidents while goods are in transit. Negotiating with customs/excise authorities for obtaining mandatory approvals/clearances with respect to export/import operations. Handle import documentation as per prescribed rules and regulations.  
♣ Manage supply and distribution operations entailing responsibility of logistics operations as well as freight management. Ensure effective receivables management, liaise with various statutory authorities, and prepare/ analyse MIS reports prepared weekly for the region to track orders and apprise the management of shipping/delivery/inventory as required and controlling costs to facilitate projects and plan their subsequent course of action.

**Professional Experience- KSA**

**HR & Logestic Manager at Dulb Trading & Construction Company ( Al Majal Groub)**

**Location:** Riyadh, Saudi Arabia   
**Company Industry:** Construction   
**Job Role:** Human Resources/Personnel  
August 2009 - December 2010

Handling all the jobs related to HR & logistics

**HR Manager & Payroll Controller at STS Al-Ta'afuf Company (Saudi Arabia)**

**Location:** Jeddah , Saudi Arabia   
**Company Industry:** Construction   
**Job Role:** Human Resources/Personnel  
January 2002 - September 2007

1. Maintain knowledge of and ensure compliance with employment-related laws and regulations.   
2. Manage actions and proceedings brought against CA arising in connection with employment, benefits and workers compensation issues, including preparation of responses to EEOC charges and management of outside counsel.   
3. Maintain all personnel files, records, drug and alcohol screening and background investigation results, and other personnel records, and ensure CA is in compliance with all laws and regulations and demonstrates “best practices” in regard to personnel information management.   
4. Provide leadership in effective conflict resolution for all personnel.   
5. Analyze benefits options and cost alternatives for providing employee benefits, recommend benefits program modifications and implement approved benefits modifications.   
6. Work with senior management to craft consistent, equitable and competitive compensation and incentives.

**Payroll & Manpower Recruiting Supervisor at STS International Company (Saudi Arabia)**

**Location:** Jeddah , Saudi Arabia   
**Company Industry:** Construction   
**Job Role:** Administration  
October 1998 - December 2001

Duties includes weekly/monthly payroll, timely payment of all deductions, payroll related benefits administration including pension schemes, taxation of company cars and any salary sacrifice schemes, efficient handling of all staff payroll related queries, thorough weekly review and sign off of staff’s expense claims, preparation and submission of any documents and information required in accordance with local regulations, maintaining knowledge of current payroll legislations and updates on practices and recommending and applying these where possible, ad-hoc duties as required.

**Professional Experience- Jordan**

**HR Manager at Orthodox Club/ Amman (Jordan)**

**Location:** Amman, Jordan   
**Company Industry:** Sports and Recreation   
**Job Role:** Human Resources/Personnel  
June 2008 - March 2009

1. Maintain knowledge of and ensure compliance with employment-related laws and regulations.   
   2. Manage actions and proceedings brought against CA arising in connection with employment, benefits and workers compensation issues, including preparation of responses to EEOC charges and management of outside counsel.   
   3. Maintain all personnel files, I-9 records, drug and alcohol screening and background investigation results, and other personnel records, and ensure CA is in compliance with all laws and regulations and demonstrates “best practices” in regard to personnel information management.   
   4. Provide leadership in effective conflict resolution for all personnel.   
   5. Analyze benefits options and cost alternatives for providing employee benefits, recommend benefits program modifications and implement approved benefits modifications.   
   6. Work with senior management to craft consistent, equitable and competitive compensation and incentives.   
   7. Develop and implement human resources programs and policies and periodically update CA’s Team Member and Team Leader Handbooks.   
   8. Serve as a resource for team leaders in handling employee issues and assist them in counseling employees, conducting evaluations, staff training, problem-solving and consensus-building.   
   9. Serve as a resource for all team members by being available and accessible to discuss all human resources related issues.   
   10. Oversee the Organizational Development & Training function and develop employee training programs.

**Internal Auditor at Head Office of Civil Service Consumer Corporation**

**Location:** Amman, Jordan   
**Company Industry:** Government Sector   
**Job Role:** Accounting/Banking/Finance  
March 1995 - July 1998

Responsibilities : Internal Auditor  
Appraise progressively the soundness, adequacy and application of the internal control systems;  
• Ascertain the extent to which the system of internal control ensures compliance with the University´s policies and procedures and State laws and regulations;  
• Ascertain that the system of internal control promotes the efficient and effective use of resources;  
• Ascertain that the system of internal control operates to ensure that the assets of the University are properly controlled and safeguarded from losses arising from fraud, irregularity or corruption;  
• Ascertain that there are adequate controls to ensure reliability of accounting and other information as a basis for producing accounts and for financial, statistical and other returns;  
• Ascertain that there is an adequate internal control system to ensure the integrity and reliability of financial and other information provided to the Governing Authority; and  
• Confirm compliance with laws, regulations and Government Guidelines for Irish Universities.  
• Identify all aspects of control systems on which it intends to rely and develop a review cycle;  
• Evaluate those systems, identify inappropriate and inadequate controls and recommend improvements in procedures and practices based on best practice;  
• Recommend and advise on value for money and efficiency improvements as evident from reviews performed; and  
• Liaise with both the external auditors and the Comptroller and Auditor General (C&AG).

**Cost Accountant at M/s Al- Fank Structure Corporation**

**Location:** Amman, Jordan   
**Company Industry:** Construction   
**Job Role:** Accounting/Banking/Finance  
January 1992 - December 1994

### Cost accountant Data Collection: 1.Construct data accumulation systems for a cost accounting system 2.Create and review the controls needed for data accumulation and reporting systems Inventory: 1.Coordinate physical inventory counts and cycle counts 2.Investigate cycle counting variances and resolve issues 3.Update standard costs in the bill of materials 4.Review standard and actual costs for inaccuracies

**ACHIEVEMENTS**

* Dedicated and focused, skilled in strategic planning and implementation, able to prioritise effectively, multi-task and achieve objectives within time and budget.
* Skills and knowledge to conceive, develop, and implement policies and procedures that significantly impact the enterprise I am associated with.
* A motivated team leader, with a reputation for perseverance and success in all areas of organisational efforts.
* A creative, confident and concise communicator, able to establish strong rapport with individuals and groups at all organisational levels.
* Conceived, developed, and implemented administrative processes and procedures that significantly influenced the organisation I am currently associated with, ensuring faster turnaround times of requests and greater efficiency throughout the organisation.
* Successfully completed all HR Policies/Procedures/Forms as part of Initial Public Offering Process Approval in the Market & Preparing Job Descriptions.
* Reducing the internal recruitment cost by depending on Head Hunting through Media rather than using Recruitment Agencies in Robust Contracting.

**Qualifications**

Major B.A. in Accounting. Minor Finance from the Yarmouk University in Irbid, Jordan. Duration of Course (September 1986 to June 1991)

### Technical Qualifications:

* Passed development of management skills course by using computer at royal scientific society.
* General Law of sales tax.
* Passed a course for a new strategy of Planning and Managing the human resources at consultants for Managerial and Technical consultation

### Computer Skills:

MS Office with all components such as MS Word, MS Excel, MS Access, MS Outlook etc.