

**Mohamed**

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Certified Learning Coach Basic First Aider Basic Fire Safety Advanced MS Excel Training Certificate Holder

Valid UAE Driving License Holder

**CAREER OBJECTIVE**

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

**SUMMARY**

* A qualified MBA with over **7 years** of rich experience in HR functions.
* Demonstrates high level of enthusiasm, Yes We Can! attitude and ability to inspire and engage others to achieve the target.
* Having good knowledge in **UAE Labor Law.**
* Good exposure to various HR functions like **Recruitment & Selection, Payroll, Grievance & Disciplinary Procedures Handling, Joining & Repatriation Formalities and Employees database handling (ORACLE).**
* Having good experience in **Budgeting and Payroll Cost Management.**
* Good knowledge and experience in **UAE Online & Manual Visa Processing and Emirates ID** procedures.
* Sound knowledge in **ORACLE** Human Resources Management System and **HRB.**
* Good experience in handling employees in various work related incidents, **Coaching, Counselling and Grievance Handling**.
* Skillful in implementing HR systems and policies, coordinating training programs towards enhancing employee productivity and building committed teams.
* Having the skills of communication through languages like **Hindi and Arabic (Basic)**.
* Hands on problem solver with excellent communication & people management skills and keen to learn new techniques.

**KEY SKILLS**

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| --- | --- |
| * Recruitment & Selection
 | * Coaching & Counselling
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| * Payroll Administration
 | * Employee Relations
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| * Budgeting
 | * Employee Engagement
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| * Individual Development Program
 | * Learning Coach Training
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**PROFESSIONAL EXPERIENCE**

**Organization : EMAAR Hospitality Group LLC, Dubai, UAE**

**Duration : 21st April, 2013 to till date**

**About Company:**

**EMAAR Hospitality Group LLC**

**EMAAR Hospitality Group** manages hospitality and leisure projects across Dubai. With a portfolio of hospitality assets including hotels, serviced residences, golf retreats, a polo and equestrian club, lifestyle dining outlets and the Yacht Club.

**Designation : Human Resources Officer (01st November, 2015 to Present)**

**Properties : Dubai Polo & Equestrian Club and Arabian Ranches Golf Club**

**Roles and Responsibilities**

* Taking care of HR functions for two Emaar Properties with more than 300 associates and reporting to Senior HR Manager.
* Managing all internal and external recruitment activities and ensure that company hiring standards are followed.
* Conducting induction training and mentoring new associates.
* Managing all personnel procedures with regards to joiners, transfers, promotions, changes and leavers.
* Updating and managing budget in CPM application and ensuring monthly payroll expenses below budget.
* Administering monthly payroll and submitting on time to corporate payroll team.
* Preparing monthly Business Review reports and submitting to corporate on time.
* Creating and updating Organizational Chart using MS Visio and Manning Guides.
* Compiling training needs of associates from appraisals and initiating training sessions with the consultation of the HODs.
* Conducting HR4U- Emaar Policies discussion session on monthly basis to ensure that associates understand the newly introduced and implemented policies.
* Ensuring all company policies and procedures are followed by all leaders and associates.
* Drafting payroll and budget related memos by following all guidelines and send for corporate approval.
* Managing performance appraisals, leading coaching and counselling meetings with associates and leaders.
* Coordinating all social activities and actively promote participations in all associate engagement activities.

**Designation : HR Coordinator (01st May, 2014 to 31st October, 2015)**

**Properties : Arabian Ranches Golf Club and Dubai Polo & Equestrian Club**

* Updating ORACLE regularly with Associates’ detail.
* Coordinating Recruitment & Selection process.
* Preparing all kinds of HR related Memos and maintaining a database for it.
* Maintaining personnel files of all associates in a confidential manner. Coordinating sports events, social events like birthday celebrations, GM round table meeting, and all other HR related meetings.
* Coordinating all HR formalities in new associates joining and separation procedures.
* Preparing weekly and monthly Timesheet & Attendance Report and monitoring absenteeism of associates.
* Taking care of ticket needs of associates in new recruit, annual leave and repatriation.
* Preparing all kind of letters for associates as per their request.
* Taking care of Associates’ cafeteria in Hotels and accommodation, and coordinating food committee meeting.
* Preparing payroll & submitting on time to payroll department. New Joiners formalities & assisting orientation programs with L&D Department.
* Preparing Final settlements by closing the associate folder and carry out separation formalities until associates exit the UAE or receiving change status.
* Keeping tracker for annual leave and updating all leave related details in ORACLE.
* Conducting ORACLE training sessions to the departmental coordinators.

**Designation : HR Administrator (21st April, 2013 to 30th April, 2014)**

**Property : The Address Montgomerie Dubai**

* Coordinating with GR team in all visa process and visa cancellations.
* Taking care of all Final Settlements and Transfer Settlements.
* Handling all repatriation process till the associates exiting UAE.
* Raising Purchase Orders and processing all LPOs for HR Department in EAM.
* Taking care of all Emirates ID, Residence visa and Occupational Health Cards procedures for new applications and renewal processes for more than 600 expatriates. Handling all repatriation process till the associates exiting UAE.
* Raising Purchase Orders and processing all LPOs for HR Department in EAM.
* Applying for Medical Insurance and life insurance for associates and keeping a track record for continuous update.
* Taking care of time and attendance for all associates in the property.

**Organization : Hotel Infantry Court, Bangalore, India**

**Duration : Jun 2011 till Feb 2013**

**Designation : HR Administrator**

**About Company:**

**Hotel Infantry Court, Bangalore, India** (www.theinfantryhotel.com)

**The Infantry Hotel** is 4 star category hotel located in Bangalore, India with more than 650 employees workforce. It’s providing numerous hospitality services to the guests.

**Roles and Responsibilities**

* Maintaining database of whole organization’s employee details and payroll.
* Organizing interviews by calling applied candidates and scheduling interviews.
* Preparing offer letters and delivered to selected candidates.
* Inducting new employees by explaining hotel policies.
* Maintaining employees’ detail in files and also regularly updated the HRIS system.
* Taking care of CV database folder for new applicants, and call those applicants if any vacancy arises.

**Organization : Tariq Al Ghanim Limited Co (Catering Division), Kuwait**

**Duration : Dec 2006 - Apr 2009**

**Designation : HR Assistant**

**About Company:**

**Tariq Al Ghanim Limited Co., (Catering Division), Kuwait (www.tagholding.net**)

**TAG Ltd. Co** is the top Catering Service provider in Kuwait, with employees more than 1800, giving multi services like man powering, catering, maintenance, etc.

**Roles and Responsibilities**

* Assisting HR team in handling new recruitments.
* Inducting new employees by explaining company’s policies to maintain discipline in workplaces and safety measures.
* Taking care of visa, ticket booking for employees, medical procedures, transferring employees in various locations in Kuwait.
* Handling all exit interviews and keeping tracker and making reports based on that.
* Coordinating all meetings and staff parties.
* Organized training sessions for employees from various locations in Kuwait.

**EDUCATIONAL DETAILS**

* **MBA, Human Resource & Finance,** 2011
	+ Sona College of Technology, Salem, affiliated to Anna University, Coimbatore.
	+ **Overall CGPA - 8.37**
* **B.Sc., Hotel Management,** 2006
	+ Annai College of Arts & Science, affiliated to Bharathidasan University, Trichy.
	+ **Overall Percentage - 75.16**

**WORKSHOPS ATTENDED**

* **MBTI:** Mayer Briggs Type Indicator
* **BBI:** Behavioral Based Interview

**COMPUTER PROGRAMMING SKILLS**

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| --- | --- |
| **Operating Systems** | Windows X, Linux, Android, iOS |
| **Office Packages** | Microsoft Office, Linux Open Office |
| **HRMS** | ORACLE & HRB |
| **Time & Attendance** | ORACLE & Interflex Systems |
| **Budgeting** | CPM |
| **Procurement** | EAM & FMC |
| **Designing software** | Adobe Photoshop, Adobe PageMaker & CorelDraw |

**NOTABLE ACHIEVEMENTS**

* Received **“Associate of the Month”** award for December, 2014 from Arabian Ranches Golf Club.
* Awarded **“Top Performing New Recruit”** in Jan 2012, From SMS Jobs.
* **University Gold Medalist** in B.Sc., Hotel Management in 2009 from Bharathidasan University, Trichy, India
* **School Topper** in Matriculation Examination in 2001 in Al’Ameen Matriculation Higher Secondary School, Kumbakonam, India.

**PERSONAL DETAILS**

Date of Birth : 31st Dec, 1984

Gender : Male

Nationality : Indian

Languages Known : English, Hindi, Arabic (Basic) and Tamil (Mother tongue)

**REFERENCES**

Several, mostly senior managers in EMAAR Hospitality Group LLC. Contacts can be provided upon request.