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| **ABDUL** **ABDUL.335235@2freemail.com****~Human Resource Management ~Talent Acquisition, Performance Management, Emiratization** Offering **27 years** of rich & diverse experience in implementing & driving HR policies, systems and practices; Excellent in ensuring smooth running as well as enhancement of centralized HR process operations in alignment of the same with business operationsarhakkim65@gmail.com050-5264616 / 050-1995792/+919207353697 |
| core24x24iconsCore Competencies | knowledge24x24iconsProfile Summary |
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| Strategic Business Partnership |
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| Recruitment, Resourcing & Development |
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| Performance Management  |
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| Talent Acquisition @ Training |
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| Employee Engagement |
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| Budgeting & Cost Optimization |
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| Statutory Compliances& Audits |
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| Personnel Administration/ Employee Management |
| Compensation & Policy |

 | * Proficiency in manpower management & recruitment process. Entailing resume generation, screening and short-listing with appropriate compensation; deep understanding with industry related manpower issues, employee satisfaction and staff development, organization mapping.
* Excellent support in implementing the performance management programs in the organization; skilled in undertaking periodic performance reviews (succession planning, career moves programmes, so on.
* Successfully involved along with HR Professionals who instituted best HR practices on recruitment techniques, cost effective training & development, competency mapping, performance management, and compensation strategies.
* Domain expertise in manpower planning & integrated talent management, transformation and development with honed skills in sourcing the best talent from diverse sources.
* Effective in supporting the implementation of annual compensations & benefit plans, reward & recognition schemes, HR policies & communicating them across organization at all levels.
* Strong business acumen and an insightful knowledge of business analysis and consulting with expertise in provisioning transformational HR solutions for multiple vertical & horizontal requirements
* Accomplished, ambitious and dedicated professional with expertise in providing counseling, training / development, instruction and consulting.
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| edu24x24icons**Education** |
| * **MBA (HR) from Jaipur National University, India in 2014**
* B.A. from University of Kerala, India in 1989
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| **Since 2006****2001-2006****1999-2001****1996-1999****1992-1995****1990-1992** |
| exp24x24icons**Work Experience Summary****Since Jan’90 with Zakum Development Company (ZADCO), Abu Dhabi - UAE****Jun’06 - till date HR Officer/Specialist (Reporting to Vice President - Human Resources)**Mar’01 – May’06 HR Administrator (Reported to Human Resources & Admin. Manager)Sep’99 – Mar’01 HR Help Desk Coordinator (Reported to Human Resources & Admin. Manager)Jan’96 – Aug’99 Administrative Coordinator (Reported to Project Manager F, F & E)May’92 – Dec’95 GS Administrator (Reported to General Services Manager)Jan’90 – Apr’92 Admin. Assistant (ZADCO Guest House) (Reported to Guest House Manager)**Key Result Areas:*****As HR Officer/Specialist:**** Conceptualizing & defining company’s long-term, short-term intake/recruitment plans of UAE Nationals.
* Focal point in coordinating HR & Manpower Development issues, and monitoring employee transfer within the group by following group company policy & practices.
* Managing Key Performance Indicators (KPI) for administrative support unit, as well as providing inputs the Operating Plan and 5 Year Business Plan in coordination with all HR Teams.
* Follow-up the retirement, Intake, recruitment and succession plan with all business units within the organization.
* Coordinates prepares the Training plan of HR department and submit for Management approval.
* Career guidance and support to all newly joined employees particularly employees under Development.
* Allocating UAE Nationals based on the Annual Intake plan within the organization as well as maintaining the list of nominated UAE Nationals and assist in locating suitable positions within the organization and coordinates with Recruitment team to process their mobilization.
* Coordinates recruitment of expats and review profiles of all new candidates and ensure that all new candidates are meeting the required employment criteria before obtaining final signature from management.
* Professional support to newly joined employees and assist them throughout their career development duration until integration to the assigned position.
* Ensures that all recruited employees are as per the Company’s business plan.
* Professional Support in developing Employee Handbook and Personnel Policy.
* Custodian of confidential personal records within the organization covering direct hire secondees and contracted personnel. (more than 7000 employees).
* Official focal point in announcing HR Circulars / business announcements within the organization.
* Ensures that the approved financial delegation of authority is strictly followed while signing the contracts and all other financial transactions.
* Preparing manpower statistics for Management and Group Company Head Office.
* Preparing the Agenda and presentation for Shareholders meeting.
* Extend support for the implementation of annual and semiannual performance management programme throughout the organization.
* Coordinates with Compensation & Policy Team for the implementation of Group policy across the organization and support in preparing individual compensation for employees for Management approval.
* Extend support to Administration team in preparing recommendation to Management for the conclusion of all general administrative issues related to direct hire and contracted personnel.

***As HR Administrator:**** Development of UAE Nationals intake plan and placement of newly hired UAE Nationals across the organization based company’s intake plan.
* Follow-up the intake plan and update the intake plan or regular basis in coordination with all related business units.
* Review the profiles of nominated employees and allocate them against positions across the organization.
* Spearheaded Manpower Planning, Training & Development, Compensation & Policy & HR Support, Recruitment & Contracted Personnel & System Administration, Personnel Administration, General Services, Office Services, and Medical Services.
* Provided support in developing business plan, operating plan, budgeting, recruitment plan, retirement plan, and movement of personnel within the organization and between group companies.
* Official focal point in announcing HR Circulars / business announcements within the organization.
* Career development guidance and support to all newly joined employees.
* Custodian of confidential personal records within the organization covering direct hire secondees and contracted personnel.

***As HR Help Desk Coordinator:**** Acted as Coordinator between company’s offshore sites and head office to coordinate all HR issues.
* Act as a focal point in HR to provide support to other units of the organization particularly for offshore locations for smooth functioning of the Human Resources & Administration.
* Placement of UAE National candidates across the organization as per the approval plan.
* Coordinates and prepare all the manpower plans (Intake plan/recruitment plan/retirement plan/succession plan etc.) and extend support to all HR units for the successful completion of the tasks as planned.
* Coordinates the training plan of all HR employees and submit for Management approval.
* Coordinates all general issues of the department and completes the tasks and submit for approval/ execution.

***As Administrative Coordinator/GS Administrator:**** Identified & resolved all administrative issues of the project between all related parties, all main & sub-contractors; analyzed & fulfilled the office space requirement between departments & consultants
* Monitored tender administration process, and arrangement of system furniture, custom furniture, loose furniture, carpet and signage, and so on
* Actively engaged in developing General Support Policy and Activity Implementation Manual which has been implemented pan company.
* Provides necessary support to Contract Engineers in preparing and concluding General Service Contracts.
* Provides all administration support to General Services Team comprises of Catering, Accommodation and General Maintenance, Telecommunication teams.
* Development of necessary statistics and allocation of accommodation for Company employees as per Company policy and procedures.
* Allocates accommodation for Company’s offshore employees based on their entitlement as per company policy and Prepares necessary statistics of for Management.
* Arranges transportation for materials and employees to various company sites.

***Significant Accomplishments: (Across the Tenure)**** Acted as Head of Sports & Recreation Activity
* Selected as Management Coordinator to compile employee relations issues and report the issues with Executive Management
* Received Spot Awards on several occasions for outstanding performance and completing task beyond expectations multiple times and maintains outstanding and exceeding performance throughout the career in ZADCO.
* Streamlined business processes such as Organization change, Supplementary Manpower, Job Evaluation, Recruitment, Compensation, Personnel Movement, Internal Transfer, External Transfer etc. , as a result established a new HR business process.
* Act as Training Focal point of the department

personaldetails24x24icons**Personal Details****Date of Birth:** 10th October 1965**Languages Known:** English, Arabic (Working Knowledge), Hindi and Malayalam |