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|  | MohammadMohammad.336694@2freemail.com IntroductorySeeking a suitable position in Administration(P.R.O Manager) or Human Resource Management with a reputed organization where professionalism, talents are nurtured, and which provide ample scope for self development*.*EducationSeptember 2005: Faculty of Engineering & Technology, University of Gezira, SudanIntermediate Diploma degree, SpecializationComputer Engineering,3rd Grade.Personal InformationBirth Date: 05 Augest 1980Gender: MaleNationality: SudaneseVisa Status: Employment Visa (Transferable)Residence Location: Abu Dhabi, United Arab EmiratesMarital Status: MarriedNumber of Dependants: 4Driving License: United Arab Emirates Career Level: Senior CareerLast Monthly Salary: AED 8100 Car with FuelPage **1** of **4** |  |
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|  | Profile Proficient in MS Office, internet emails, web-based and job specific related software applications and qualified with ICDL *(*International Computer Driving License). Typing speed 50 w.p.m for both English and Arabic typing. Excellent knowledge in Labor and immigration law –UAE. Having more than 10 years experience in HR & Administration in U.A.E Extensive experience and knowledge of HR practices, operations andprocesses (recruiting and staffing logistics, selecting and screening, employee orientation, development and training, benefits, compensation, organization development, executive administration, and employment, time and attendance). Direction and guidance for implementing HR strategies, initiatives and policies, employee development, strategic manpower, and employee relations’ activities. Handling labors accommodations, organizing and solving chronic labors issues and matters. Highly expertise in typing all procedures and requirements that related to UAE Ministry of Labor & immigration works*. (*Work permits, health cards, labor cards, all kind of visas: employment – visit – mission, medical tests and renewals. Proficient in submitting all applications, procedures for ministries, authorities, Municipalities, DEWA, ADDC,CICIPA , police stations ,courts issues etc in Dubai and Abu Dhabi well. responsible in resolving day-to-day HR problems and issues Young, energetic and enthusiastic with refined manners. Establish and maintain interpersonal relationship skills. Demonstrate creativity, originality and manage multiple tasks simultaneously. Strongly commercial with excellent communication, negotiation and influencing skills and Can wor under pressure and meet deadlines. Establish and maintain computer records, including recruitment files and tests, general files and other information on sick leave, vacation pay, attendance cards, maintain confidential employee information and records. Visa processing, employee files, flight ticket booking and hotel booking Assist employees with routine personnel related questions as the first point of contact for employee related issues. Typed memos, payment vouchers, position codes, and other materials. Responsible an effective reception service, and for administrative support to other staff. Answered incoming calls on multi-line phone and responded to public inquiries in a courteous Renewal of the Residents , new visas , renew of the trade and industrial licenses Flowing the Abu Dhabi Police, Immigration, labor court and Abu Dhabi Business CenterDec 2015 – Present Public relation Manager & legal & H.R Administration Transworld Privet Group(5 Companies )Abu Dhabi, United Arab EmiratesCompany Industry: Marketing, Manufacturing, Oil and Gas ServiceJob Role: Administrationscan0008.jpg Responsible for all existing and future Group companies in UAE. Acting as a contact between the company and its existing and potential markets, and gathering market and customer information. Negotiating on price, costs, and specification with buyer and manager. Gaining a clear understanding of customers' businesses and requirements, and challenging any objections with a view to getting the customer to buy. Making accurate, rapid cost calculations and providing customers with quotations. Keep myself updated with the rules and regulations of Government departments and inform the Management of any new or updated rules. Any works related to Government departments (Economic Department, Chamber ofCommerce, Municipality, Civil Defense, Embassies, Etisalat, ADDC, ADDSC, DEWA, SEWA, Police Department, ADNOC, Eppco, Emarat, Traffic Department, Immigration, Ministry of labor and Customs). Translation of required Documents from Arabic to English &vice versa. Advise to the Management on all legal Matters and to deal with Lawyers on all LegalCases. Any other duties the Management feels to be carried out as and when requiredPage **2** of **4** |  |
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|  | Professional ExperienceDec 2014 – Nov 2015:Public relation Manager & legal & H.R coordinatorPower Electric Switchgear Panels LLCAbu Dhabi & Dubai , United Arab EmiratesCompany Industry: Electrical Distribution Boards Assembling, Oil & gasJob Role: P.R.O Manager and HR dept Reported all HR & Administrative activities to the HR Manager. Assist the HR Manager in formulating HR policies & procedures. Handling the company’s Trade license, civil defense and chamber of commerce Mainly handled all the secretarial functions for the office includes filing, coattending all calls, faxes, couriers, visitors and travel arrangements. Maintaining employee personal files, making sure all sensitive documents are i Maintaining expiries of Labor Cards, Health Card and visa expires etc. Issuing Passports for vacation, local purpose and visa renewing. Receiving passports coming from immigration after visa stamping, vacation an Preparing Salary Certificate letters, job offer letters, Experience letters and oth Contact and coordinate with recruitment agencies regarding applications of all Recruitment requirements like advertising vacancies, short listing CVs, aninterviews. Prepare or complete various forms, reports, personnel files, statistical report reports of research results. Prepare job descriptions, employee specifications etc. Assist the HR Manager in conducting induction & training of employees. Assist the HR Manager in formulating Standard Operating procedures focoordination between different departments. Oversee procedure relating to employee resignation & termination. Handle the administration procedures of the new joiners and coordin departments. Procurement of stationery and office supplies. Keeping a track of validity of passports, i.e. renewal before expiry. Collecting and short listing resumes for available vacancy and organizing inter Coordinating with subsidiary organizations and partners. Performs typing/word-processing assignments that may include corresponde and design of internal forms, internal memorandums along with e-mails etc. Handle all follow up all PRO matters related to employment / visit visa, l renewal. Renewal of the Residents , new visas , renew of the trade and industriallicenses File documentation for the employees and maintaining all details of employees in the system Maintaining attendance records for the employees. Enter personnel changes into payroll computer system. Coordinate with all the other department for the welfare of the employees relating the salary matters of the employeesPage **3** of **4** |  |
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|  |  Handle one group of 375 employees Conducting presentations before the Managing Director every month to represent the group Conduct exit interview for the employees Flowing the Abu Dhabi Police, Immigration, labor court and Abu DhabiBusiness Center.June 2007 – June 2014Public Relation Officer & H.R AssistantDhafir Group(14 Companies )Abu Dhabi, United Arab EmiratesCompany Industry: Industry,Schools,Electrical,Food ServiceJob Role: Administration Responsible for all existing and future Group companies in UAE. Acting as a contact between the company and its existing and potential markets, and gathering market and customer information. Negotiating on price, costs, and specification with buyer and manager. Gaining a clear understanding of customers' businesses and requirements, and challenging any objections with a view to getting the customer to buy. Making accurate, rapid cost calculations and providing customers with quotations. Keep myself updated with the rules and regulations of Government departments and inform the Management of any new or updated rules. Any works related to Government departments (Economic Department, Chamber ofCommerce, Municipality, Civil Defense, Embassies, Etisalat, ADDC, ADDSC, DEWA, SEWA, Police Department, ADNOC, Eppco, Emarat, Traffic Department, Immigration, Ministry of labor and Customs). Translation of required Documents from Arabic to English &vice versa. Advise to the Management on all legal Matters and to deal with Lawyers on all LegalCases. Any other duties the Management feels to be carried out as and when requiredMay 2005 - June 2007:Dispatcher OfficerBaniyas Sports ClubAbu Dhabi, United Arab EmiratesCompany Industry: SportsJob Role: administration A member of the club's management branch of the Western Region. Supervising the gym. Each of sporting activities administration billiard, table tennis and Baby foot. Supervision and following Ramadan events and organizing local tournaments and supervise them.Thank you in advance for your consideration. Sincerely yours,Page **4** of **4** |  |
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