

Contact HR Consultant for CV No: 340720

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**PROFILE**

A well versed in UAE labor laws and immigration process, MOL, MOJ, ADNRD, AUH, CICPA, DAMAN and procedures with more than 8 years of HR experience, Recruitment / and Human Resources Management System (HRMS).

Experienced in HR Policies, Payroll Administration, Benefits, Compensations, Talent Acquisition, Performance Management and Strategic Planning.

A strong lead generator with a proven ability to handle different HR issues. Creative and innovative thinker with effective human recourses management and goal setting abilities combined with superior leadership, team building , communication, interpersonal and presentation skills.

Self-motivated with the ability to excel in a fast-paced environment, communicate effectively at all levels, managing competing priorities and adapt readily to new challenges.

**KEY SKILLS**

* [Reducing turnover](https://www.villanovau.com/resources/hr/employee-retention-strategies/) and increasing production which are two important aspects of conserving human resources, improving morale and creating a workplace environment that is of benefit to both employees and employers.
* Assisting HRD to Lead and direct the human resource team to deliver a comprehensive HR service to the business.
* Employee relations, including managing absence, disciplinarians, grievances and sickness.
* Measuring employee satisfaction and identifying areas that require improvement.
* Training: Implementing the training and development agenda; identify areas that need attention and improvement.
* Policy and procedures implementation of new HR policies, procedures and processes.
* Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
* Ensuring all company policies and procedures are up to date in line with current employment law. Ensuring line managers are up to date with changes to any policies.
* Working out the compensation plan and policies.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
* Coordinating with finance department for processing of payments to employees.
* Establishing a proper organizational structure.
* Implementing disciplinary policies, employee welfare policies, the exit process.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.

**WORK EXPERIENCE**

**Royal Catering Services / Al Mazroui Group / MICCO – Abu Dhabi / UAE**

**Assistant HR Manager / Admin Manager**

October 2012 – Till Date

Manage the day-to-day operations of the Human Resource office.

Manage the administration of the human resources policies, procedures and programs.

Carrie out responsibilities in the following functional areas: departmental development, (HRIS), (HRMS), employee relations, training and development, benefits, compensation, organizational development, and employment.

Responsible for all or part of these areas:

* Recruiting and staffing logistics.
* Organizational and [space planning](http://humanresources.about.com/od/strategicplanning1/qt/space_plan__b7.htm).
* [Performance management](http://humanresources.about.com/od/glossaryp/g/perform_mgmt.htm) and improvement systems.
* Organization development.
* Employment and compliance to regulatory concerns and reporting.
* [Employee orientation](http://humanresources.about.com/od/retention/a/keepnewemployee.htm), development, and training.

Developing, improving and executing the recruitment protocols and processes.

Responsible for guiding the team through the recruitment delivery process for each project we take.

Solving all issues evolving during the business development and the recruitment delivery process.

Monitor and reduce the costs of the recruitment process.

Managing new acquired key clients’ accounts.

Conducting interviews for the senior managerial jobs.

Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, onboarding, discipline, grievance, counselling, pay and conditions, contracts, training and development, succession planning, administer annual leave records, performance appraisals, job evaluation and quality management issues.)

Work with the PRO to implement a smooth structure for obtaining Visa and Visa renewals.

Work with senior management to formulate HR plan, manpower objectives, human resource policies and procedures to support the business plan.

Provide counseling and advice on various employees and candidates issues and ensure that all issues are solved in a timely manner.

Provide personal advice to employees and candidates on different career-related issues and maintaining strong relationships with them.

Participate in preparing of all manpower movements in coordination with the Manpower Planning Section, including manpower forecasts, approved vacant roles lists, transfer requests, replacement and termination lists.

Identify production and delivery of a number of agreed training programs as directed by management, and the appraisal process.

Track the performance of the new staff by interacting with their managers and collecting their feedback and suggestions in order to improve work performance, relationships and the overall success of the national retention and development programs.

Provide current and prospective employees with information about policies, job duties, working.

Conditions, wages, opportunities for promotion and employee benefits. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.

Advise managers on organizational policy matters such as equal employment opportunity and harassment, and recommend changes based on the UAE labour law.

Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.

Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates, retention rate, headcount, sickness.

Investigates and reports on duty accidents for insurance claims purposes.

Effectively stay on top of all updates and interviews that have been scheduled.

Negotiating and finalizing job offers on behalf of the company and candidates.

Advising Company on current labour market conditions.

**Formula 1 - Dhabi Grand Prix**

Worked for Four consecutive years (2012, 2013, 2014, 2015 and 2016)

**ECCELLENZA General Contracting Company**

**HR** / **ADMIN MANAGER**

**February 2011 – September 2012**

**Abu Dhabi, UAE**

Review, update and maintain the Corporate HR policies, Employee Handbook, Code of Ethics and the Confidentiality Policy manuals as necessary (English and Arabic) and provide training when appropriate.

Develop and manage the entire recruitment process and ensure that the functions are executed efficiently and accurately.

Maintain the Organization Chart.

Draft Job Descriptions

Manage the induction and orientation process.

Prepare Employment Contracts, Job Offers and Hiring Memos. (Arabic and English)

Ensure that all the technology needs of the function are identified to ensure that its processes are performed efficiently and cost-effectively.

Assist in preparing the annual recruitment budget.

Implement the recruitment plan and approach with particular emphasis on the recruitment of UAE Nationals.

Manage the interviewing process and the hiring decision-making process.

Advertising job openings.

Responsible for screening, interviewing and short-listing potential candidates.

Interviewing candidates over the phone and in person to ensure clarity of their skills, responsibilities and understanding of their needs in terms of employment, remuneration etc.

Ensure the development of a variety of sources for recruitment, including internal database, job portals, social media, universities and external recruitment agencies.

Manage the relationships with recruitment agencies and monitor their performance.

Coordinate with the Admin Department in issuing visas for newly hired employees.

Developing and improving employee engagement and retention programs.

Conduct exit interviews.

Provide HR Administration support to other HR Shared Services Staff where required.

**HR Generalist - BOUNEGOCE Trading and Multi Services Company**

**April 2008 – January 2011 - Morocco**

Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.

Promoting equality and diversity as part of the culture of the organization.

Liaising with a wide range of people involved in policy areas such as staff performance and health and safety.

Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.

Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management.

Preparing staff handbooks.

Advising on pay and other remuneration issues, including promotion and benefits.

Undertaking regular salary reviews.

Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions.

Administering payroll and maintaining employee records.

Interpreting and advising on employment law.

Dealing with grievances and implementing disciplinary procedures.

Developing with line managers HR planning strategies which consider immediate and long-term staff requirements.

Planning, and sometimes delivering, training - including inductions for new staff.

Analyzing training needs in conjunction with departmental managers.

**Office Manager - MEHDI IMMOBILIERE (Real Estate, Travel Agency Car Rental).**

**April 2007 – January 2008 - Morocco**.

**Sales Executive and Customers Service - RENAULT Automotive Company.**

**August 2006 – March 2007- Morocco**

**EDUCATION:**

**HR Management Certificate.**

May 2015

**BACHELOR'S DEGREE in Social Science.**

IBN ZOHR University, Morocco

Jun 2004

**BACCALAUREATE Diploma in Modern Literature.**

BAB SAHARA High School, Morocco

Jun 1998

**TECHNICIAN CERTIFICATE in IT Management**

 BAB SAHARA Institute, Morocco

 Dec 2005

**FIRST AID CERTIFICATE**

Gulf Technical and Safety Training Center

**Abu Dhabi. 2014**

**LANGUAGES:**

Arabic (Native)

English (Fluent)

French (Fluent)

Spanish (Basic)

Italian (Basic)

**REFERENCES**

Will be supplied upon request.