**Ahmad**

[**Ahmad.359315@2freemail.com**](mailto:Ahmad.359315@2freemail.com) **Human Resource Specialist**

Highly motivated HR specialist with over 15 years of extensive experience in completing reference checks, preliminary phone interviews, job advertisement preparation and recruitment process. Highly skilled in performing human resource functions for personnel matters impacting business decisions. Talent for creating, managing and administering HR systems, and aligning policies and procedures with compliance laws. Proven record of maintaining department’s data integrity and possesses positive attitude, strong organizational skills and attention to detail with accuracy. A Master of Arts in English/Arabic/English Translation and Interpreting and a Bachelor (BSc/BA) of Public Administration with concentration on HR MGMT coupled with bilingual proficiency in Arabic and English. ***Areas of Expertise include:***

|  |  |  |
| --- | --- | --- |
| * Service Delivery Information | * Learning & Development | * Critical Thinking |
| * Organisation Design | * Performance & Reward | * Communication Skills |
| * Organisation Development * Resource and Talent Planning | * Employee Engagement * Employee Relations | * Computer Skills * Labor & Employment Law |

**Professional Experience**

**AMERICAN UNIVERSITY OF SHARJAH** • Sep 2008 to Present

**Government Relations Coordinator**

Communicates with non- AUS Government agencies in response to new rules of UAE, ensuring adhesion to regulatory compliance and international standards.

**Key Accomplishments:**

* Subject matter expertise in the rules & regulations of the UAE Immigrant department, traffic department, Dubai Airport, Sharjah Airport and Ministry of Health issues.
* Manage the workflow for International students and Immigrations sections. Revise the PR government-related finance reports department’s petty cash.
* Define all activities necessary to acquire project goals and objectives and identify probable impact to associates, clients and shareholders; providing recommendations for mitigation.
* Work as a consultant in government relations with employees, students and parents, providing letters for departments upon request of AUS community.
* Advise students in terms of University regulations and government policies and procedures.
* Train staff on security authority clearance systems; supervise part time staff, volunteer students, employees and lecturers.
* Work closely with the office enrollment management and the registrar as part of peer networking.

**ARABIA INSURANCE COMPANY** • Sep 1999 to Jul 2016

**HR Consultant**

Served as an HR advisor to clients, delivering high-quality and responsive HR solutions in the areas of employee and labor relations, performance management, policy administration, workforce planning, and organizational change.

**Key Accomplishments:**

* Worked with clients to determine staffing needs to meet business objectives and goals. Consulted with management to improve effectiveness.
* Facilitated discussion with respective client group executives and managers to share engagement survey scores, interpretation of engagement framework, and formulate action plans to support company engagement goals.
* Assisted in the review, updates and communications of Employee Benefit programs and plans. Managed staffing efforts with recruiters.
* Assisted with work site issues relating to hiring process, employee evaluations, disciplinary actions, terminations, compensation and succession planning.

**Immigration Liaison Assistant 2003 - 2008**

Liaised between the community of AUS including faculty, staff, students and their dependents (over 85 nationalities) and different Non-AUS agencies

**Key Accomplishments:**

* Issued residence visas, sending e-mails and receiving proper documents on allocated time in order to finish the process prior to deadlines.
* Prepared finance reports of the expenditure over visa applications and participated in the preparation of the department’s annual budget.
* Composed Composing, writing and translating business correspondence
* Supported the development evidence-based intelligence to support visa officers in their decision-making.
* Coordinated with Sharjah Municipality Health Clinic for typing of applications and reporting to management on a weekly basis.

*Additional experience at American University of Sharjah as Intern-Human Resource and student Helper*

**Education & Training**

**Master (MSc/MA), GPA English/Arabic/English Translation and Interpreting**

AMERICAN UNIVERSITY OF SHARJAH| Sep 2004 to Dec 2009

**Bachelor (BSc/BA) Public Administration with concentration on HR MGMT**

Writing Effective Policies & Procedures

Conflict MGMT

Creative Problem Solving & Decision Making