**Rami**

**RAMI.362101@2freemail.com** 

**Career Objective**

To acquire position withHuman Resources Departmentor Legal Department and utilize my expertise in human resources, administration and law for advising clients on legal issues and work in a highly interactive environment with a position that provides exposure to various functions oriented towards honing of one’s administration and communication skills to contribute in my personal and professional growth and development.

**Profile and Personal Summary**

A highly efficient, trustworthy and competent Head, HR and Legal Adviser, with a deep knowledge of corporate regulatory and company rules and an ability to ensure that the company complies an operation in accordance with statutory and legal provision.

In addition, a well-presented and highly personable legal adviser furnishes advice on all legal issues, domestic and international, arising in the course of the Department's work

**Work Experience/Career History**

**HR & Admin Director / Legal Advisor**

BRC Industrial (Saudia) Limited, Jeddah KSA

January ,2015- present.

Overall all responsible for all HR, Administration& legal affairs on the company, planning and implementation of Human Resource policies.

* Guides and manages the overall provision of Human Resources services, policies and programs for the entire company.
* Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
* Implements HR strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention and labor relations.
* Manages HR operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
* Develops HR operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
* Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
* Complies with kingdom, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
* Annually reviews and makes recommendations to executive management for improvement of the agency’s policies, procedures and practices on personnel matters.
* Maintains responsibility for company compliance with legislation pertaining to all personnel matters.
* Communicates changes policies and procedures and ensures proper compliance is followed.
* Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; participating in professional organizations.
* Ensuring compliance with legal, contractual or statutory procedures on personnel management such as recruiting, welfare benefits and work contract termination.

**Legal Advisor / Personnel Manager (HR)**

Al Rajhi for Infrastructure Works Co., Jeddah, KSA

April,2010 to January, 2015.

* Contributes to formulate and develop legal strategy, plans and budget for the legal department to ensure the legal policy guidelines implementation and adherence.
* Provides internal legal advisory services on legal matters related to Joint Venture, mergers, registration of new companies or liquidations and to make certain that the corporate activities are in line with the applicable laws.
* Works on legal matters such as new agreements, reviewing existing agreements, establishing new companies, issue necessary documents to meet the requirements of multinational laws and maintain the companies correct legal position.
* Provides a legal advice on the potential liability, in order to take necessary steps to control the company exposure.
* Contribution on establishment of legal guidelines for tenders and review all commercial contracts that company enters to ensure its interest are safe guarded.
* Formulate, provide, advise and / or review all contracts agreements between the company, third parties and new joint ventures to ensure that the company’s interest is protected and the best commercial position maintained. To ensure the company’s interests are fully protected and redress of grievance obtained.
* Direct control, prepare, responds and lead the legal action and legal proceedings to help and improve the collection of the receivables and defend the company’s interests.
* Provide professional, written and oral, legal advice to the executives and offices to reasonably complex legal and legal policy issues.
* Preparation of power of attorney, drafts policies, memorandum of agreement and understanding and Association and other similar legal documents
* Providing advice to the Chief Executive and the Executive Leadership Team across the range of the Department’s legal interests, risks and obligations
* Responsible for all requests and processing of employees’ leave that includes Annual Leave, Emergency, Unpaid and Other Associated
* Reviews all request and procedure of Resignation and Termination
* Dissects all the details of the manpower suppliers and the amendments
* Assess all the contracts of the suppliers manpower and its modification
* Scrutinize all the payments of the manpower contractor in the company
* In control of the Performance Management, assess the performance appraisal and evaluation
* In authority of Benefits and Compensation Associated which includes Salary Augmentation and Adjustment, Employees Promotion and Recognition
* Administer for all Administrative works that includes employee benefits like Employees Contract Status, providing company information and communication benefits, employee ticket eligibility.

**Legal Advisor/ HR Consultant**

Technical Supplies and Services Company, Sharjah,UAE

Semptember,2009 to March, 2010.

* Building understanding of legal issues, risks and obligations through advice,

communications and training, especially for other legal services staff and managers

* Develop and promote corporate legal standards
* Helping to ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Department effectively
* Ensuring that professional best practice is achieved and maintained
* Assisting the business in compliance with all various legal requirements
* Advising on minimal liability and legal exposure for the business.
* To ensure that legal documents are drafted, reviewed and interpreted as per applicable laws
* To take appropriate steps on different types of legal issues
* To be able to handle external as well as internal legal resources Skills and Specifications
* Keep appropriate level of management informed of issues and coordinating / initiating required actions
* Provide legal opinion, draft and prepare all legal documents for the company
* Prepare Invitation to Tender and Letter of Acceptance
* Follow up with other law firm in regards to legal documentation
* Preparation of Power of Attorney

**Earlier Career History**

**Legal Advisor& HR Consultant**

Nobles Holding Investment, Sharjah, UAE

November,2008 to August, 2009.

**Legal Advisor**

Tameer Holding Investment, Sharjah, UAE

August,2006 to October, 2008.

**Human Resource Officer**

Giovanni Group – Dubai, UAE

June,2005 to July, 2006.

**Legal Advisor**

Mohammad AlKass Advocator & Associates Advocates & Legal Consultant, Lebanon.

January,2003 to May, 2005.

**Areas of Expertise**

* Administrative Process, Personnel Administration& Human Resource
* Company Regulations
* Compliance Strategies
* Corporate Grievance and Data Protection
* Legal Research

**Technical and Key Skills**

* Extensive knowledge of law and its applications to cases
* Excellent analytical and judgment skills that help resolve cases
* Strong researching abilities that help prepare case studies
* Ability to find solutions and negotiate on legal causes
* Highly efficient at compiling and comprehending legal data

**Educational Attainment**

 **Bachelor Degree of Law (LLB)**

Lebanese University 2002, Lebanon

**Training and Certificate**

**Executive Certificate in HR and Business Strategy–** LEORON Professional

Development Institute**,** London – UK, 15-18 August, 2016

**Quality Management System, ISO 9001:2008**

**Awareness and Internal Audit**

Jeddah, KSA, November 15, 2012

**Training Course Certificate – Society of Engineers**

Completed Training Course in FIDIC Contracts 99 (Red Book)

United Arab of Emirates, October 2009

**Personal Data**

Birth Date January 17, 1980

Place of Birth Makkah Al Mukarramah, Kingdom of Saudi Arabia

Marital Status Married / 3 Kids

Citizenship/Nationality Lebanese

 Languages Arabic and English