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| **Imad** **Imad.362452@2freemail.com** |  |

***Profile***

* Experienced Senior HR Manager with a strong background in banking, real-estate, retail, education hospitality and manufacturing.
* A proven track record in planning and delivering comprehensive HR transformation (ESS, MSS, E-Recruitment, Employee File Management, and Grade Structuring) across several companies.
* Experienced in implementing SAP HR HCM for several companies.
* Experienced in setting up HR policies and procedures for start-up companies.
* Strong recruitment experience of C-Level executives across the group.
* A leader as well as a team player. Able to manage, motive and inspire various work teams.
* Excellent communication skills. Ability to quickly build rapport with colleagues, clients and partners in order to promote a positive working environment where all parties are able to achieve their goals. Speaks fluent English and Arabic.

***Key Areas of Expertise***

* Performance Management
* Policies & Procedures
* Manpower Planning
* Benefits and Compensation Planning
* Recruitment Management
* Executive Relationship Management
* Incentive & Reward Management
* Retention Management
* Hay Grading Management
* Information Security
* Business Process Outsourcing
* Talent Management

***Professional History***

**Abu Dhabi National Hotels, a company with a group of twelve Hotels National and International of which some are owned and some are managed by ADNH in addition to the Retail, F&B and Catering (Abu Dhabi – United Arab Emirates) November 2016 – till date (Reports to the Board of Directors ).**

**Group Manager of Human Resources**

* Reporting to the CEO, responsible for the review, design and implementation of market aligned Total Reward System in a current restructuring of the business due to growth and redevelopment of existing business.
* Recommend and advice the CEO and the board on Organization structures and positioning of the sister companies.
* Preparation of the HR budget
* Job Analysis, Job Evaluation and Job Descriptions
* Pay Grade and Reward System
* Oracle ERP enhancement in line with Business needs
* Training and Development
* Manpower Planning and Recruitment
* Performance management system, currently transformation of the manual PMS into oracle.
* Enhancements of Policies and Procedure based on best practices and in compliant with Laws and regulations
* Company Representative in terms of ISO recertification and implementation
* Insurance contract reviews in terms of cost and Benefits.
* Overlook and review of the Payroll
* Employee Relations in terms of onboarding, induction, and offboarding of employees.
* Strongly involved in daily operations related to the sister companies Al Ghazal Transport, Venetian village and the retail shops.

**National Holding, LLC, a diversified business consisting of: the investment arm (EIIC), Bloom (Real Estate), Petromal (Oil & Gas), Rise (General Trading), Food Quest , and Exeed Industries ( Agriculture and Building Materials ) , the Agri sector consists of factories related to : National Feed and Flour Production & Marketing ( NFFPM), Coast Flour Mills (CFM), and Dairy …. , the Building sector consists of : Bags, Light Crete blocks, Fences, …. (** Abu Dhabi, United Arab Emirates **November 2008 – October 2016**

**Group Manager of Human Resources**

* Reporting to the Chief HR Officer, I am responsible for the review, design and implementation of market aligned Total Reward System in-line with changing business needs and operational requirements. In charge of all employees manpower planning, onboarding, benefits, relationship and termination.
* Developed new Pay Grade system with wise benefits based on Hay Group Grading structure and market.
* Monitored Organization’s salary structure & benefits, balancing cost control with the need to attract and retain talented staff.
* Led the implementation of 4 SAP HR Payroll systems to companies of the group.
* Designed and managed Merit Review process for the company and its subsidiaries.
* Developed and managed the yearly Performance Management System of employees across the group.
* Developed and standardized HR policies and procedures across the group.
* Developed Employee Handbook in line with best practices.
* Introduced and led the implementation of several new HR initiatives across the group using SAP (EHP6): Employee Self-Service, Employee File Management, Travel Management, Global Attendance System, Performance Management and E-Recruitment.
* Managed payroll administration for over 3000 employees in UAE, KSA, and Oman.
* Negotiated several HR contracts with external vendors (e.g. Hay, Recruitment Agencies, Insurance Companies..etc)
* Staffing & Recruitment: Developed 3 years recruitment plan with salary and benefits cash flow for each company in the group based on their specific growth plan; evaluated talent and assessed client demands to match between the company’s staffing needs and the candidates skills and experience; screened resumes, shortlisted, and interviewed candidates, coached and developed employees to meet and exceed the needs of the company.

**Al Futtaim Group**, Dubai, United Arab Emirates **December 2007 – November 2008**

**Senior Human Resources Officer (Reporting to the finance Director)**

* Responsible for salary & benefits administration of 20,000+ employees; ensure the performance of the monthly payroll run.
* Ensured there are adequate procedures and controls in place covering all areas of Payroll and Employee Relation activities.
* Conducted Job Evaluations internally based on Hay methodology (JEC committee).
* Managed the exit interview and ensure end of service benefits for departing employees are processed properly and in a timely manner.
* Managed the implementation of the bonus and other rewards system and programs to ensure that employees are properly rewarded in a timely manner.
* Coached the employees by setting individual objectives, managed performance, developed and motivate staff with a view to increase employee motivation.
* Conducted investigations and inquiry process as and when required to handle accusations of misconduct and recommend disciplinary action to be taken commensurate with the gravity of the misconduct

**Al Jaber Group**, Abu Dhabi, United Arab Emirates **July 1999 – November 2007**

**Human Resources & Administrative Officer ( Reporting to the HR Director and Finance Director )**

* Processed monthly payroll for 50,000+ employees in UAE
* Handled all employees HR and administration activities such as: insurance, visas renewals, special letters, travel, and overtime.
* Ensured the completeness of the employees’ personal files by updating the information needed.
* Verified attendance , hours worked , and pay adjustments before posting information onto designated records
* Worked closely with finance by providing various report.
* Administered the attendance of the drivers and office boys.
* Updated salary increases, promotions and wage order and encode to payroll system.
* Compute and distribute the final pay of all resigned and terminated employees.
* Monitored head counts per divisions , reimbursements ,and allowances and compiled reports , statements and summaries
* Maintained leave balances and employees credits.

***Education***

Bachelor degree **in Business Administration.** August of 1999

***Certification***

* Wage Protection System (WPS )
* Exceeder Certificate in achieving implementation of SAP - HR / Payroll.
* Certified SAP HR Consultant
* SPHR certificate (SHRM )
* Hay Group Pay Net
* Hay Group Job Evaluation and Job Analysis
* Hay Group Compensation and Benefits
* Internal company certificate in Job Evaluation.

***Personal Information***

* Date of Birth: August 7, 1976.
* Lebanese National with Working UAE Visa.
* Clean driving record.
* Married with two children.