##### **Ellen** **Ellen.364858@2freemail.com**

**Human Resources /Recruitment Manager**

**PROFILE SUMMARY**

HR & RECRUITMENT PROFESSIONAL

CIPD Associate UK

Diploma in Human Resources/Recruitment UK

**PERSONAL DETAILS**

Nationality: British

Visa Status: Residence visa

Driving License: UAE

**EXPERIENCE SNAPSHOT**

**Abraaj Capital Investment Group, DIFC Dubai Dec 2016 – Mar 2017**

Recruitment Consultant Temporary 3 month contract The Abraaj Investment Group. Responsible for sourcing, interviewing and hiring of key personnel for hospital acquisitions in Pakistan, Kenya and Nigeria.

**Al Noor Hospitals Group Feb 2012 – Nov 2016**

**Human Resources & Recruitment Manager, Northern Region Clinics**

Al Noor Hospitals Group Abu Dhabi, United Arab Emirates

**Human Resources /Group Recruitment Manager**

AL Noor Hospital Group Abu Dhabi, United Arab Emirates

**Group Recruitment Manager Aug 2010 – Aug 2011**

Burjeel Hospital, Abu Dhabi

**Senior Physician Recruitment Officer Apr 2005 – Jul 2009**

Sheikh Khalifa Medical City, Abu Dhabi

**General Manager May 2001 – Nov 2004**

United States Consulate, Jeddah, Saudi Arabia

**Human Resources Officer Administration Sept 1994 – May 2001**

National Guard Hospital, Jeddah, Saudi Arabia

**AREAS OF EXPERTISE**

**Human Resource / Recruitment**

* **Development and formulation of organizational objective to contribute in the growth of the organization.**
* **Development and Implement the policy and HR Manual of the organization.**
* **Investigated ways to reduce the costs i.e. overtime through overall working with Manager re: better time management**
* **Preparation of HR related reports, Recruitment & selection, and performance assessment, Time and Management reports (KABA).**
* **Development and adherence to Recruitment Policy**
* **Ensured hire of staff in line with budgetary constraints & within specified timeline**
* **Ensured compliance with grade pay policy**
* **Scheduling and attending interviews of selected candidates**
* **Issuing contracts plus contract renewals**
* **Deal with HAAD / DHA and MOH licensing of Healthcare Professionals**
* **Liaise wit PRO Department re: employment Visa / Residency Visas etc.**
* **Conduct New Employee Corporate Orientation Program on weekly basis**
* **Determine Training process to improve the efficiency of staff.**
* **Point of contact for human resource related queries re: policy implementation**
* **Conduct performance assessment for employees.**

**PROVEN JOB ROLE**

**Recruitment Consultant**

 **Abraaj Investment Group Dec 2016 – Mar 2017**

Temporary contract responsible for coordinating the hiring of Key Management personnel

For Abraaj Health fund hospital acquisitions in Pakistan, Nigeria and Kenya.

**HR/Recruitment Manager March 2012 – November 2016**

**Al Noor Clinics Sharjah & Dubai**  January to November 2016

* Transferred to Northern Emirates January 2016 due to Al Noor Hospital Group acquiring both Al Fardan Clinic, Sharjah and Rochester Clinic, Dubai (total 400 employees)
* Responsible for the total integration of these clinics to Al Noor systems to include:
* Development and Implementation of Organizational structures
* Development and formulation of organizational objectives to contribute to assimilation and growth of the clinics.
* Implementation of HR Manual Policies and Procedures
* Re-Organized HR Dept to include re-distribution of tasks to employees
* Provided Payroll information to facilitate smooth transition of Payroll to Al Noor Payroll System
* Investigated ways to reduce costs through staff scheduling (reduction of overtime), Consumables, re-negotiation of Vendors contracts
* Prepared HR/Recruitment reports (Recruitment & selection) plus time attendance reports
* Embarked on recruitment campaign for nurses for Rochester Clinic which involved “Open Day” at a Dubai Hotel (900 attended), arranged recruitment team attendance.
* Standardized contracts in line with Al Noor policy
* Conducted Al Noor Orientation Programs on a regular basis
* Implemented Code of Business Conduct policy
* Embarked on program to ensure that all Medical & Nursing staff have current BLS / ACLS certification
* Implemented Al Noor Salary pay scale and grades
* Met regularly with COO, Medical Director and Head Nurse regarding recruitment and HR related issues
* Implemented Disciplinary and Grievous policy
* Point of contract for all HR and Recruitment related queries

**Al Noor Hospital Group Abu Dhabi, UAE**  March 2012 to January 2016

Group Recruitment Manager for largest Private Healthcare Group in UAE. Responsible for Group wide recruitment activity which encompassed 3 Hospitals and 15 satellite clinics. Managed a team of 8 recruiters to ensure that hiring in line with budget requirements, salary scales and time scales:

* Developing Recruitment Objectives in line with Corporate Policy
* Designing and managing initiatives with relation to:
* Recruitment & Selection
* Formulating Budgets for Clinics jointly with Dept Heads
* Coordinated sourcing cvs using job portals and website
* Coordinated interviews, issued offers / contracts
* Ensured compliance with grade pay policy
* Ensured all references are checked
* Daily meetings with recruitment staff to look over vacancies, status, problem solving etc
* Ensure that Recruitment staff maintained accurate daily recruitment dashboard on “shared file”
* Daily Meeting with HR Director for Candidate file and salary approval
* Maintained vacancy list
* Met with Dept Heads on a regular basis to review candidates in pipeline and give update on expected arrival
* Coordinated with licensing Dept to ensure correct documents are submitted
* Coordinated with PRO re: submissions for work permit and employment visas
* Conducted Orientation for new joiners
* Effectively managed the Recruitment Team / weekly meetings / Updated Recruitment Status Report
* Training & Development
* Performance Management (Probationary & annual appraisal reviews)
* Planning and coordinating Recruitment Employee Development Programs
* Providing advice on best practices to management on HR/Recruitment related issues acting as internal consultant to Managers/Employees
* Establishing and maintaining effective communication links between the employees and the management
* Overseeing and implementing SAP Recruitment and time Management Systems
* Generating management information reports on periodic basis
* Participating in and contributing to strategic management decisions
* Undertaking specific projects
* Managing day to day HR/ Recruitment administration functions
* Attended Al Noor Booths at Arab Health and Recruitment Fairs during year
* Member of Employee Wellness Committee to promote Activities outside of work environment

**Snr. Physician/Recruitment Officer**

**Sheikh Khalifa Medical City, Abu Dhabi**  April 2005 – July 2009

* Hired over 700 Physicians over a 4 year period in compliance with Budget and HAAD licensing requirements.
* Provided Recruitment reports to Manager, Medical Director and CEO.
* Met weekly basis with Medical Director re: submission of Physician files for approval and reviewed vacancy list.
* Met weekly with Management Hiring Committee to submit Physician files for Management approval
* Sourced candidates according to vacancy list requirement using job portals / Advertisements
* Sent eligible Physician cvs to Physician Dept heads for review and short listing
* Arrange phone / face Interviews
* Checked references and logbooks of Physicians
* Issued offers and contracts
* Liaised with PRO re: obtaining HAAD license and employment visas
* Liaised with Travel Officer to book Airline Flights
* Notified Housing Dept of new arrival
* Notified Transportation for candidate pick up form Airport
* Sent New arrival Information Package
* Notified HR of new arrival to include in weekly Orientation Programme
* Acted as point of contact for candidate and Hospital
* Awarded Employee of the Month having hired and onboard 100 Physicians within 90 day probation period

**General Manager**

**United States Consulate, Jeddah, Saudi Arabia** May 2001 – Nov 2004

* Responsible for HR/Recruitment functions which included:
* Managing of payroll/overtime , issuance of salary checks
* Staff Recruitment
* Monthly duty rotas
* Organized official functions on a weekly basis
* Selected weekly menus for Consulate Dining.
* Responsible for Employee annual evaluation
* Responsible for budget of Organization
* Conducted monthly Inventory checks for Consulate Restaurant
* Maintained Accounts Ledgers on daily basis
* Submitted Ledger Accounts to External Auditors on monthly and annual basis
* Maintained stock of goods for sale
* Maintained Book / DVD library and monthly purchase of new stock
* Weekly deposits to Bank of incomes received
* Met weekly with Consulate General and Management Team to go over functions and accounts

**HR Officer Admin**

**National Guard Hospital, Jeddah, Saudi Arabia** March 1994 – May 2001

* Attached to the HR Director’s Office.
* Oversaw the entire Admin function of the department.
* Daily interaction with HR Director to review daily correspondence and assigned to deal with according to HR Director directives
* Liaised with other departments within HR; Government Relations, Employee Relations, Recruitment and Training Departments as per HR Director’s directives
* Compiling of HR monthly report from information received from other HR Departments for submission to Head Office, Riyadh

**AWARDS**

Employee of the Month (Sheikh Khalifa Hospital)

Employee of the year (US Consulate Jeddah

Appreciation Certificate from the Office of the US Vice-President, The White House, Washington

**REFERENCES**

**Available upon request.**