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| |  |  | | --- | --- | |  | **Samir** | | HUMAN RESOURCES MANAGER |  |  |  |  | | --- | --- | --- | |  | **SUMMARY** |  | |  |  |  | | --- | | Responsible for planning and Managing the HR and Administration Department Activities, Manpower planning and Budgeting, Talent acquisition, Performance Management System, Compensation and Benefits, Training and Development, Talent Management, Human Resources Services and Government Relations, as well as providing Guidance and Support to the HR and Administration team toward the Achievement of the Departments set objectives |  |  |  |  | | --- | --- | --- | |  | **EXPERIENCE** |  | |  |  |  | | --- | | **HR and Administration Manager, CONFIDENTIAL** | | **2010 - To Date** | |  | | Act as a Strategic partner and internal advisor by helping top management and line managers in building the strategic plans aligned with the vision, mission, values and corporate strategy and objectives, establish short-term, long-term, action & motivation plans in order to enhance business results  Review the current organization structure, operating module and departmental processes, Human Capital roles and job descriptions, performance management system, company strategic objectives, departmental and individual, grading and salary structure, identify gabs and suggest for development and improvements that promote growth and motivation for all staff.    Improving and analyzing the health of the organization, induction program, attrition rate, workflow process, culture, Employee Engagement, communications, learning and development plans.  **Policies and procedures:**   * Ensure Development of the HR & Administration Department’s policies and procedures in compliance with the laws and regulations and follow up their implementation in order to achieve the HR & Administration Department’s objectives. * Develop Employee handbook to ensure that all staff are provided with a proper orientation on company policies and procedures.   **Recruitment and Selection**   * Manage the HR Manpower Planning process as well as, review, discuss and manage the consolidation of the company manpower plans and budgets. * Manage the recruitment activities including sourcing, screening, interviewing, testing and selecting candidates as well as reviewing job offers, employment contracts and employee orientation programs. * Overseas the orientation and induction program for all new hire to improve quality workforce and awareness of company policies and procedures.   **Performance Management and Training & Development**   * Develop performance management system linked to the bonus and promotions scheme in order to reflect rewards based on excellence and merit for all employees. * Develop strategic objectives and KPIs for the HR & Administration Department in line with the corporate objectives and ensure that the HR & Administration Department’s employees are working towards the achievement of these objectives. * Initiate and guide the annual performance appraisal process and ensure that the department managers are provided with the required forms and methodology for performance appraisals and provide reports on results of appraisals to top management. * Manage the training & development activities including conducting training needs analysis, developing training plan, delivering and evaluating employee trainings, etc. * Lead and manage implementation of career development programs focused on improving employee morale, enhancing employee capabilities and providing a positive career path.   **Human Resources Services**   * Review the operating results of the HR and Administration Department and follow up to ensure that appropriate measures are taken to correct insufficient results. * Transform the HR function from being reactive to a predictive and visionary function that is a real contributor to business direction. * Manage the implementation of Personnel services related to payroll management, leave management, promotions, increments, provisions, and final settlement, exit interviews as per Kuwait labor law and policies & procedures. * Implement and manage company job evaluation and salary administration programs. * Oversee payroll operations in coordination with the Finance department to ensure maximum degree of efficiency and accuracy. * Recommend salary adjustments, rewards and promotions based on employee performance and carry out disciplinary meetings whenever deemed necessary. * Oversee the preparation of employment contracts and contractual relationship between the employees and the company to maintain the right of both parties according to terms and conditions of the contract, applicable laws and regulations. * Monitor the development of employee’s database that contains all employee information in order to ensure an efficient retrieval of information when needed. * Manage the Implementation of the personnel administration activities including (Personnel Files, Retirement, Resignation, Termination, Grievance Handling, Conflict of interest, Disciplinary action, Time & Attendance, Benefit Administration, Employee Loans, End of service benefits, Leaves, Overtime, Relocation etc.). * Supervise staff time attendance to ensure efficiency at work. * Manage staff benefits eligibility as per the compensation and benefits structure (staff Air tickets, residency, accommodation, transportation, mobiles & medical insurance). * Monitor staff custodies and process. * Ensure the safety and security as per the company policy and procedures and as per ministry regulations. * Ensure intensive level of communication and business process between HR dept. and all divisions. * Manage the exit interview process in order to identify reasons for employee termination/resignation.   **Administration & Government Relation Activities**   * Manage all matters pertaining to facilities management of the offices (e.g. furniture, photocopiers, cleaning contracts, and allocation of space, services and equipment) and ensure that effective maintenance and repair services are provided on a timely basis. * Oversee all purchasing activities including (furniture, equipment, and stationeries…) as well as, evaluate and provide approval on all quotations received to conclude on the selected supplier. * Manage matters related to office safety and security and deal with any security breach incidents in order to maintain a safe environment for the employees. * Monitor the arrangement of travel services and business trips (private or official) concerned with ticket issuance and related reservations to be executed in timely and efficient manner. * Ensure proper documentation and completion of formalities for issuance and renewal of necessary visas, work permits, and residencies for all employees in compliance with latest government regulations in coordination with the Officers Governmental Relations. * Oversee the renewal of company registration licenses with governmental officers as required. * Communicate with governmental authorities and provide the required information efficiently and accurately for ease of completion and decision-making. * Oversee company cars records and traffic fines and registration expiry dates and ensure that no liability on the company. * Liaise with the concerned ministries such as (Public Institution for Social Security, Public Authority for Civil Information) in order to ensure that procedures for issuing permits are completed. * Maintain effective relationships with public servant officials to expedite processing of government administrative issues.   **Reports:-**   * Review and present reports on budget activity, including identification of potential problems and recommendations for corrective action, forecasts trends and make recommendations. * Prepare and submit reports on a regular basis to top management that Cover all the HR & Administration Department’s activities. * Review staff progress reports to ensure that our activities deadlines and targets are met. * Generate and submit financial reports as needed by top management, other departments or team members. |  |  | | --- | | **Group HR Manager / A.M. ALKHORAFI** | | **KUWAIT — 2007- 2010** | |  | | Supporting 4 Business Units:-   * Real Estate Co. * Architectural Metal Systems (Manufacturing & Contracting) * AlKhorafi Medical * AlKhorafi General Trading & Contracting | | **HR AND ADMINISTRATION MANAGER / GULF INVESTMENT HOUSE**  **KUWAIT —2002 - 2007** |  |  |  |  | | --- | --- | --- | |  | **EDUCATION** |  | |  |  |  | | --- | | **Bachelor Degree – Saint Joseph , lebanon** |  |  | | --- | | **Certificates** | | **Franklin Covey, Informa, Mark Eaten Hay Group, Warba Insurance Co. KIBS** | |  | | * PHRM - Professional Human Resource Management Certificate * SHRM-SCP –Society for Human Resources Management * Budgeting & Budget Control, Effective Manpower Planning * Certificate in Strategy Implementation 2016 * Executive Certificate in HR Leadership 2016 * Group Life and Workmen compensations Insurance |   **Training Courses AND PARTICIPATIONS**  **Franklin Covey, ICTN, IIR, Vicor** | |  | | --- | | **Personal details** | |  | | Address – Kuwait | | City. | |  | |  | |  | |  | | [Samir.370161@2freemail.com](mailto:Samir.370161@2freemail.com) |  |  | | --- | | **Professional Skills** | | Strategic Planning  Leadership Skills  Communication Skills  Time Management  Change Management  Analytical Thinking  Problem Solving  Initiative  Team Building  Coaching and monitoring |      |  | | --- | | **Languages** | |  | | Arabic | | |  |  | | --- | --- | |  |  | | | English | | |  |  | | --- | --- | |  |  | | |  | |  |  |  | | --- | | **References** | |  | | Available Upon Request | |  | |  | |  | |

* The 7 Habits for highly effective people 2016
* Tom Peters: Re- Imagine The Power of People
* The Middle East HR Summit, AML Training as per CBK Requirements
* Essential Elements of Consulting, The 14 principles of Management
* Positive Leadership
* HR Leaders Forum 2016
* The next Challenge : From Human Resources Leader to Human Capital Strategist
* Participation in HR Auditing – E&Y
* Quality Management System – ISO TC/260 (In Progress)