**Mohamed**

HR Administrative Supervisor

Abu Dhabi, UAE

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**Objectives**

Seeking a challenging position of responsibility to maintain and reinforce my management and human resources career side by side with my recruitment and compensations skills in a reputable company that welcomes creativity invites innovation, ensures growth and sustainability in an amicable and cooperative atmosphere for a mutual benefit.

**Career Profile**

Highly dynamic, talented and professional HR and Payroll Administrative Supervisor with 11 years of experience in the United Arab Emirates. Accomplished professional with successful track records in human resources, administration and accounting functions within the UAE labor law and compensations benefits.

**Key Responsibilities and Areas of Expertise**

Responsible for supporting the HR functions in the company specifically responsible for coordinating the administration of HR policies and procedures that includes but is not limited to; compensation and employees’ benefits, labor relations, internal communications, performance management, retention and recruitment strategy and overall legal compliance.

**Educational Details**

* **Currently pursuing MBA at the University of South Wales - the UK, the year 2017**
* Postgraduate Professional Diploma in Accounting and Audit. Cairo University, the year 2015
* Postgraduate Diploma in Education. Alexandria University, the year 2006
* B. of Arts in English Language and Literature. Alexandria University, the year 2005

**Professional Experience**

Al Ghazal Transport Company

Owned by Abu Dhabi National Hotels

Established in 1988, Al Ghazal Transport Company provides a wide range of transportation solutions throughout the United Arab Emirates. With a modern fleet of vehicles and 3000 professional drivers, the company caters today to VIP, corporate and leisure guests, as well as mass transit travelers.

**HR Administrative Supervisor** Dec- 2010 to date

Working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.

**HR Strategy**

* Responsible for maintaining high-quality HR standards as it relates to HR metrics, implementation of policy and procedures.
* Control staff planning, searching, employing, transferring, appointing and dismissing.
* Provide conditions and assistance to managers for the scheduled implementation at the company of the program of business processes standardization.
* Observe rules and procedures established bythe group of companies.
* Ensure the level of confidentiality required within the competence.
* Takes on the role of trainer and supporting HR subject matter expert regarding HR.
* Proactively works to ensure that all items on the HR audit are maintained.
* Channels of communication with the management and staff.
* Controls budget for personal, office and administration expenses.

**HR Administration**

* Track HRKPIs and submit HRandPayroll reports according to company requirements.
* Responsible to administrate the time attendance system and Payroll software.
* Full compliance with all the statutory requirements for HR and Payroll documentation, personal files.
* Monthly accurately advise Payroll executive of different remuneration changes on time for the Payroll.
* Supports the existing company policies and contributes to their development.
* Listening to grievances and implementing disciplinary procedures.
* Keeping records and database of all employee’s information.
* Overseeing all administrative processes for all time and keep the licenses active in coordination with health and safety department.

**Recruitment**

* Coordination of interviews, identify and select the most qualified candidates for open positions.
* Maintain grading structure, job descriptions and job competencies.
* Recruitment, development, transfer, promotion, and termination of demonstrate leadership for the HR function whilst ensuring that all associated documentation and administration is completed.

**Compensations and Benefits**

* Ensures the employees’ compensation and benefits resemble the market level and company gradingstructure, motivates employees to be interested in reaching the company goals.
* Staff welfare and medical insurance renewal.
* Ensure proper supervision of the company staff accommodation and transportation.

**Performance Management**

* Conducting appraisal evaluation, succession plan and talent mapping for the HR team members and junior staff at different operations.

**Employee Relations**

* Uses technical HR knowledge in support of organizational learning for the managers as well as the HR staff members.
* Maintain discipline as well as create motivation plans for all employees.

**Personnel Government Relations**

* Supervise all procedures related to expatriates working of company i.e. visa, passport, work permits, medical tests…etc.
* Report the resignations and termination notes and absconding requests for relevant acceptance and handling the turnover monthly report.
* Update, analyze and monitor the legal cases and workmen's compensation claims.
* Follow the disciplinary process when HR needed to be involved. Ensure that process relating to allactions meet any government requirements are promptly and accurately carried out, correctly documented & legalized.

**HR / Payroll Officer** Jan 2010 till Dec 2010

A conscientious and hardworking Payroll officer with extensive experience in Payroll administration, aware of legislation associated with the processing of sensitive personal data.

* Administering Payroll and maintaining records related to all staff making sure staff has the right pay and benefits.
* Preparing and auditing the final settlements calculations and make sure the employees get the right pay at the end.
* Calculating the monthly incentives gathering withholding and other Payroll information.
* Assisting in the administration of company pension scheme and preparing the monthly pension payments for UAE local employees to Abu Dhabi Recruitment Pension and Benefits Fund.
* Develop and implement accounting procedures by analyzing current procedures reviewing company policies and recommending changes.
* Updated human resources record by recording new hires, transfers, terminations, changes in job classification, merit increases, tracking vacation, sick and personal time.
* Orienting new employees by providing orientation information packets.
* Protecting organization’s value by keeping information confidential.
* Documenting human resources actions by completing forms, reports, logs and records.
* Accomplishing human resources department and organization mission by completing related results as needed.
* Answers accounting and financial questions by researching and interpreting data.
* Accomplish accounting and organization mission by completing related results as needed.

**Administrative Assistant** Mar 2007 till Jan 2010

The position is accountable for planning, organizing and managing of leave types, calculation, payments and ticketing.

* Handling all leave and vacation types of Al Ghazal employees.
* Prepare and track the leave plan record and maintaining accurate records of sick, maternity and parental leaves.
* Reporting for the overdue leave absenteeism and suspensions.
* Prepare the sick leave payment as per the United Arab Emirates labor law.
* Reporting the daily and monthly attendance for Payroll records and salary payments.
* Update the human resources and Payroll module system with visa, Emirates IDs and insurance cards details.
* Tracking the visa issuance for overseas and locally hired employees and visa cancellation as well.
* Processing the health insurance policy renewal on a yearly basis.
* Analyzes information and options by developing spreadsheet reports and verifying information.
* Collecting quotations for flying tickets, ticketing process and payments.
* Provide assistant and support to all employees as required.

**Courses and Participations**

* Employee Engagement Session – Bradfield Group Abu Dhabi, Feb 2018
* Certificate of Continuing Professional Development –HR Summit and Expo 2017 Dubai, Nov 2017
* Quality Tools and Statistical Process Control – PMI 3fold Dubai, Feb 2015
* DMAICModel – Introduction to Six Sigma Methodology for Process Improvement – PMI 3fold Abu Dhabi, July 2013
* Training Need Analysis for HRProfessional – PMI 3fold Abu Dhabi, Jun 2013
* Maximizing Team and Organizational Performance – Knowledge Village Dubai Potential Human Capital Development, May 2013
* Xerox Lean Six Sigma QwiksolvertmFive-Step Problem Solving– Abu Dhabi,Sep 2012
* Developing Managerial and Leadership Skills Program – Abu Dhabi National Hotels, Feb 2011
* Art of Managing Mode and Behavior– AICTraining Center Egypt, Dec 2009
* Human Resources Management Program – RTCTraining Center Egypt, Dec 2009 – Jan 2010
* ICDLCertificate – GCCFoundation, Feb 2009
* Using Technology in Teaching English – BehiraIn-Service Training Center Egypt, Jan – Feb 2007

**Voluntary Work**

UN, ICT for development 2006, the ICTTrust Fund aims to increase computer use among school children throughout Egypt, improving citizens’ access to information technology services and reducing male and female illiteracy.

**Personal Details**

Date of Birth 04/11/1984

Nationality Egyptian

Social Status Married

TransferableEmployment Visa

Driving License Yes

**Personal Skills**

Efficient

**Reference**

Will be available upon request