**Boaz**

E-mail: boaz.381020@2freemail.com



**Professional Summary**

A Driven HR Manager bringing 11 years' experience in Human Resources leadership and organizational development. Persuasive communicator and decisive team manager.

High-achieving Human Resources Manager adept at driving company growth and productivity by locating the best talent and establishing effective, modern policies for the workforce.

Multi-talented Human Resources Manager successful at streamlining costs and maximizing company profile in the job market, versed in various relevant compliance statutes.



**Skills**

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|  | Compensation structuring |  Literacy on several Human Resources Software (HRIS) |
|  | Equal opportunities facilitation |  | Workforce improvements |
|  Security skills, handling the security team |  | Company organization |
|  Managing team including relieving the GM |  | Human Resources Certification |
|  | Recruitment strategies |  Team building and Staff Activities |
|  | Termination procedures |  | Training programs |
|  | MS Office proficient |  Compensation and benefits administration |
|  | Payroll coordination |  | Business mediation |

**Experience History**

February 2016 to Presently

ibis Styles Jumeirah Dubai, Accor Group – Dubai, UAE Human Resources Manager – Head of the Department

* Leading, guiding and managing the entire functions of Human Resources
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Maintains organization staff by establishing a recruiting, testing, and interviewing program.
* Counseling managers on candidate selection, conducting and analyzing exit interviews.
* Prepares employees for assignments by establishing and conducting orientation, training programs.
* Maintains a pay plan by conducting periodic pay surveys, scheduling, conducting job evaluations
* Preparing pay budgets, monitoring and scheduling individual pay actions
* Recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees, hearing and resolving employee grievances, counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, recommending benefit programs to management, directing the processing of benefit claims, obtaining and evaluating benefit contract bids, awarding benefit contracts, designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, representing the organization at hearings.
* Maintains management guidelines; updating, recommending HR policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system
* Maintains Human Resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.





January 2015 to February 2016



ibis Styles Jumeirah Dubai, Accor Group – Dubai, UAE Assistant Human Resources Manager – Head of the Department

* Setting Up the HR Department from the scratch
* Preparing of all the Policies and Procedures
* Recruitment and Coaching of the General Manager
* Recruitment of Heads of departments and the entire staff
* Established basic personnel standards
* Ensured that all employees are covered by Medical Health and Life Insurance
* Ensured that the HR operational policies and processes are adhered to and continually improved.
* Driven and lead in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR administration.
* Coordinated all matters of employee work permits and visas.
* Coordinated and / or conducted departmental training and, new hire hotel orientation program.
* Implemented corporate policies and procedures on compensation, incentive, bonus and benefits.
* Continually assesses employee morale by analyzing attendance and turnover records.
* Coordinate and oversee all matters related to staff accommodation, facilities, Staff Meals and transportation.



December 2013 to January 2015

The Address Dubai Mall, The Address Hotels and Resorts

Emaar Hospitality Group – Dubai, UAE

Human Resources Officer



July 2012 to December 2013

Armani Hotels and Resorts, The Emaar- Georgio Armani Partnership

Human Resources Executive



September 2011 to July 2012

Manzil Downtown Dubai & Vida Downtown Dubai

Vida Hotels and Resorts, Emaar Hospitality Group – Dubai, UAE

Recruitment Officer



May 2010 to September 2011

Al Manzil Hotel & Qamardeen Hotel, Tsogo Sun – Dubai, UAE

Human Resources Coordinator



October 2008 to May 2010



Al Manzil Hotel & Qamardeen Hotel, Tsogo Sun – Dubai, UAE

Staff Accommodation Supervisor



October 2007 to October 2008

Al Manzil Hotel & Qamardeen Hotel, Southern Sun – Dubai, UAE

Human Resources Administrator



June 2007 to October 2007



Al Manzil Hotel & Qamardeen Hotel, Southern Sun – Dubai, UAE

Information Technology Intern



December 2006 to June 2007



Qamardeen Hotel, Southern Sun – Dubai, UAE

Guest Service Agent



**Education**

Diploma Grade Institution

: Human Resources and Personnel Management **(March, 2007** **–** **February 2009)**

: High Merit

: Cambridge International College, United Kingdom

Diploma Institution

: Hotel Management – **(April 2003** **–** **Sept 2004)**

: Kenya Polytechnic, Nairobi, Kenya

Higher Secondary: St. Dominic Savio’s Secondary, Kenya Certificate of Secondary Education



**Achievements and Accomplishments**

* Developed and facilitated meetings to address discipline, code of conduct, policy and benefits issues.
* Transformed staff transportation with results of a minimum of 10k dirhams monthly savings.
* Transformed staff meals from with results of a minimum of 5k dirhams monthly savings with an improved food quality and the high rated of employees satisfactions.
* Negotiated salary offers and sign-on bonuses annually at the exempt level.
* Introduced the first formal performance review program, creating a flexible tool used in HR.
* Interviewed, hired and trained team of four direct reports, increasing department productivity and client acquisition rates.
* I have set a Microsoft Excel to develop HR inventory tracking spreadsheets and HR cores as back up for any system failure or fault.
* Streamlined attendance from manual to electronic (biometric) that improved the payroll accuracy and efficient to both Human Resources and the Departmental levels.
* I have built a strong network with the Government Authorities
* I have successfully handled and managed two full phases of the Staff Accommodation movements
* Initiated an internship program that resulted to half a year payroll reduction for at least 10 rank and file employees



**Certifications**

* Certified HACCAP Awareness – Apex Food Consultants
* Certified First Aider – Medic First Aid, Approved by the Dubai Health Authority (DHA)
* Certified Fire Marshall and Health & Safety –First Security Group, Approved by the Dubai Civil Defense
* Certificate of Fire Safety Fundamentals – Dubai Civil Defense Authority
* Certificate of Business Etiquette & Performance Appraisal – Eton Institute, UK
* Certificate of Essential Behavioral Interview Techniques – Emaar Hospitality Group, Dubai
* Certificate of Anger Management and Controlling Anger– Emaar Hospitality Group, Dubai
* Certificate of Service Synergy & GSTS- Real Learning Institute, South Africa
* Certificate of “CAN DO” Philosophy - Real Learning Institute, South Africa
* Certificate of EQI & Intuitive Service - Real Learning Institute, South Africa
* Certificate in Recruitment & Selections- Real Learning Institute, South Africa
* Train The Trainer – Real Learning Institute, South Africa



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| --- | --- | --- |
| Special Experience | : Africa and Asia, Middle East |  |
| **My Strength** |  |  |  |
|  |  |  |
| Time Management and Self Disciplined | Accurate investigator and Conflict Analyst | Impartial and Objective |
| Listener and a good Decision maker | Trustworthy and reliable | Counselor and Motivator |
| Solution ideologist and Accountable | Planning and delegation | Team player and flexible |



**Additional Information**

Male, Married (Spouse and 2 kids), Date of Birth: 30th July 1983, Kenyan Citizen

Passport Number: A1916043 | Religion: Christian

Languages:

English; Spoken, Written, Reading |Spanish; Basic spoken, Reading, Writing | Swahili; Spoken, written, Reading



**Character references: Available upon request**