# Resume

**Waleed**



**Abu Dhabi**

**Email:** waleed-393124@2freemail.com

**Career Objective**

Human ResourcesManagement& Administration Management ,Public Relation Officer Professional with 23 Years of UAE Experience.

* **Working Experience**

**1995-2000 Abu Dhabi, UAE (Irish)**

**Administrator**

**2000-2003 Abu Dhabi, UAE (Emirates)**

**Administrator**

**2003-2006 (Emirates)**

**Abu Dhabi, UAE (Emirates)**

**Administrator Supervisor&PRO**

**2006-2007 Abu Dhabi, UAE (Emirates)**

**HR , Admin Manager, Public Relation Manager& PRO**

**2007-2018 Abu Dhabi, UAE (Emirates)**

* **Village Electronics LLc**
* **Emerald Agencies and Computer**
* **Al Suwaidi Publishing**
* **Emirates Contracting and General Trading**

**HR , Admin Manager, Public Relation Manager & PRO**

**2009-2018 – Abu Dhabi, Abu Dhabi, UAE ( British)**

**HR , Admin Manager, Public Relation Manager & PRO**

**2017-2018 Abu Dhabi, UAE ( Indian)**

 **Dee Fabricom – Industrial Branch , Abu Dhabi, UAE**

**HR , Admin Manager, Public Relation Manager & PRO**

**2018- Uptodate Abu Dhabi (Emirates)**

**HR , Admin Manager, Public Relation Manager & PRO**

**Duties & Responsibilities**

* Develop and Implement HR strategies and initiatives aligned with the overall business strategy.
* Bridge management and employee relations by addressing demands, grievance or other issues.
* Manage the recruitment and selection process.testing and interviewing program counseling managers on candidate selection,conducting and analyzing exit interviews,recommending changes.
* Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems,tactics and procedures across the organization.
* Nurture a positive working environment.
* Oversee and manage a performance appraisal system that drives high performance.
* Maintain pay plan and benefits program.
* Assess training needs to apply and monitor training programs.
* Report to management and provide decision support through HR metrics.
* Ensure legal compliance throughout human resource management Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
* Managing the recruitment and selection process.
* Maintain management guidelines by preparing, updating and recommending human resource policies and procedures.
* Maintain historical human resource records by designing a filing and retrieval system, keeping past and current records.
* Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
* Complete human resource operational requirements by scheduling and assigning employees, following up on work results.
* Maintain human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.
* Assisted the management in formulating the policies and procedures
* Develop databank; formulate interview techniques in co-ordination with the line managers.
* Managed Camp activities by guiding camp / residential supervisors on their day to day responsibilities and monitor their performance to ensure Quality and efficient service to employees.
* Control and monitored Employment and visit visas, work permits related processes to ensure effective and on time issuance/renewal/cancellation/transfer etc.
* Ensure leave/air passage applications is processed on time.
* Supervised staff concerned to maintain and update employees’s personal records
* Ensured Department has a proper record keeping system.
* Prevented and resolve labour/immigration disputes, legal-associated grievances etc.through diplomatic approach/negotiation.
* Maintained new appointments, resignation and termination reports.
* Maintained reports of new recruits, Visa applications, Visa receipts, new arrivals etc.
* Maintained proper files/records and keep track of all communications/correspondences IN and OUT of the HR Dept. and wherever and whenever necessary highlight and bring to the notice of the Managers
* Assisted and provided guidelines to the department colleagues and subordinates in their day to day functions and provide innovative suggestions to maintain highest quality of services.
* Implemented and manage Labour action Group meetings.
* Managed Hospital Visits including liaison with consultants .Company Doctor and Family.
* Managed key people Management program that effect the Operative population.
* Provided accurate Management information regarding employment issues within business, including pay and benefits, training and resource management.
* Designed, planed, and implemented company’s employee relations programs, policies and procedures.
* Developed and implemented all necessary policies and procedures to promote effective communications between Management and Staff and to encourage harmonious industrial relations.
* Supervised employee relations staff to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards.
* Planned and organized the effective communication of all personnel policies to employees.
* Supported managers at disciplinary or grievance hearings, or in the event of collective disputes.
* Managed implementation of staff satisfaction surveys and submit specific recommendations to increase staff satisfaction level.
* Maintained Petty Cash for the HR & Administration level.
* Prepared Invoices to A/c’s Department to close cash balance.
* Preparing Cash on line Statements.
* Managed all the necessary procedures,Documents,clearance,receiving and handling all the goods and materials through Customs Gates.
* Managed to open new Local Establishments, Companies and International branches with all necessary procedures and Documents
* Maintained all types of Agreements and conditions between the Sponsor and Companies ( Local companies and International companies).
* Maintained all the reservation of Air teckets,Hotels and Boats and deal with all kinds of suppliers.
* Maintained and dealing with all Real Estate Companies , purchasing ,selling,rental Appartments,Villas and Lands
* Provide technical and logistical support for all administrative personnel
* Coordinating all HR/Administrative activities
* Hire and train new administrative employees
* Manage employees; assign and assist with projects
* Carry out employee evaluations; provide feedback and ways to improve
* Communicate between employees and upper management
* Set managing goals; communicate and follow goals accordingly
* Collect and give regular updates on all work and migration standards from the government offices to keep the Managers office well informed for any changes in procedures and rules.
* Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
* Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records,representing the organization at hearings.
* Renew, update and keep up all workers and their dependents’ visas and work contracts on time to guarantee that organization’s records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires.
* Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
* Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
* When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
* Deal promptly and productively on general enquiries about HR functions
* Assist the office in determining any issues identified with organization vehicle registration and renewals.
* Acquire visas from different Embassies in UAE for staff members for business related travels.
* Knowledgeable enough on the process of getting residency permits etc.
* Monitor, analyze and communicate PR results on a quarterly basis.

**Comprehensive Profession Experience in Functional**

Recruitment & Selection, Performance Management , Policy Analysis , Competency development, Employee Communications, Manpower planning, Job Description, Grading structure Employee relations, Organization development, Compensation & Benefits Management & Systems Development in HRMS.

**Major Contributions & Achievements**

* Played a key role in designing and undertaking market surveys to review and maintain the competitiveness of the Group’s salary & benefits structure.
* Develop and implemented the work flow of Visa application process, Passport control , Employee Exit process etc in the Human Resources information system in co-ordination with the IT Department.

**Educational Qualification**

* 1994 Bachelor Degree ( Public Management and Politics ) –Yarmouk University –Jordan
* Excellent working knowledge in MS Office tools
* Excellent working knowledge in Internet ( outlook)

**Key Competencies and Skills**

**Professional**

* Familiar with Arabic and English formal Translation
* Familiar with all Government procedures and process.
* Working in fast paced, high transaction volume environment.
* Ability to organize &priorities workload within setting.
* Knowledge of monitoring progress in an employee’s career.
* Completing all tasks in a timely, organized and professional manner.
* Ability to communicate effectively in English , both orally and in writing.
* Able to work on multiple projects simultaneously.

**Personal**

* Strong influence and communication skills.
* Ability to pick up new skills and knowledge quickly.
* Can function in a fast – paced environment.
* Comfortable with being the go to person in a company.
* Thinking laterally to create options and solutions.
* Positive can do attitude towards work.

**Language Known**

* Arabic : Mother Tongue
* English : Excellent Speaking & Writing

**Personal Data**

* Nationality : Jordanian
* Date of Birth : 01/01/1971
* Marital Status : Married
* Visa Status : Residence Visa

**I hereby certify that the above information are true and correct.**

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**Waleed**