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| **Maheen**  ***HR & Admin Management Professional***  ***Job Focus on: HR & Legal Compliance, HR Personnel & Administration Management***  **E-mail:** [maheen.141262@2freemail.com](mailto:maheen.141262@2freemail.com) | C:\Users\cvwriter\Desktop\Maheen Photo.jpg |

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| **Profile Synopsis** |  |

Strategic, Result-driven and Gulf experience Management Professional equipped with 10 years UAE experience within Multinational Company and Government Sector (Ministry of Human Resources & Emiratisation MOL). Manifest broad management in directing whole gamut encompassing Workforce Planning, HR Operations, Recruitment & Retention, Employee Relations, Training and Development, Payroll, Compensation and Wage Structure, Performance Management, General Administration, and Legal Compliance & Governance Regulatory Issues; Strategic thinker and astute in handling broad-based functions such as Office Management, Business Operations Management, Premises & Equipment maintenance, Staff Accommodation, Transportation & Security; Significantly delivered key contribution towards organization’s growth by managing professional development of organization's workforce; equipping staff with knowledge, practical skills and motivation to carry out work-related tasks hence achieve full potential and surpassing performance parameters. A proactive and innovative leader with excellent planning, analytical, problem solving, decision making, organization, coordination, monitoring, time management, communication and interpersonal skills. Aspiring to contribute and work in a challenging senior work profile where gained knowledge, expertise, and management skills will have a valuable impact.

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| **Strengths** | |
| * 10 years UAEexperience in Private/Government Sector * Vast knowledge in UAE Labor & Immigration Laws * Strategic Planning/Job Analysis/Motivational Skills * Benefits/Compensation Management/End-End Process * Excellent Organization/Analytical/Problem-solving Skills | * Expertise in Human Resource and Admin Management * Recruitment/Selection/Appraisal/Performance Evaluation * Business Operations-Administration Management Skills * HR Policies/Training/Development/Implementation Skills * Result-oriented – Divergent & Thinker Leadership Skills |

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| **Educational Qualification** |  |

**P. G. Diploma in Personnel Management & Industrial Relations – Annamalai University, India 2000**

**Bachelor of Law – Madras University, India 1991 – 1996**

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| **Career Progression** |  |

**Legal Adviser – Ministry of Human Resources and Emiratisation, UAE Jan 2013 – Present**

*Working as Legal Consultant in Ministry of Human Resources and Emiratisation Service (City Services Consultancy Dubai)*

**Human Resources & Administration Manager –** *ADAM Holdings, Dubai UAE* **Apr 2012 – Jan 2013**

**Senior Executive/Human Resources & Personnel May 2006 – Mar 2012**

*Trading & Shipping Division, ETA-Ascon Star Group, Dubai, UAE*

**Assistant Manager – HR & Personnel Department Sep 2003 – Oct 2005**

*J.B.A Group of Companies, Chennai, India*

**Executive – Administration Department –** *Metro Power Transmission Pvt. Ltd., Chennai, India* **1997 – Aug 2003**

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| **Achievements** |  |

* Gained 10 years’ experience in UAE within Private and Government Sector encompassing Legal Adviser to Ministry of Human Resources and Emiratisation, Human Resource Management, General Administration and Customer Service.
* Accomplished Bachelor of Law and P. G. Diploma in Personnel Management & Industrial Relations with one of the reputed University in India.
* Possess in-depth knowledge on UAE Labor Law, and abreast with frequent training on the new updates (Ministerial orders) by Ministry of Human Resource and Emiratisation. Well-trained by MOL in UAE and provide guidance to Companies all over UAE.
* Acquired a comprehensive and strategic understanding of Human Resource processes, business, technical issues, and organizational set-up and change.
* Obtained extensive knowledge related to HR activities including resourcing, recruitment, selection, compensation, benefits, employee relations, staff welfare, job evaluation, training-development, HR policies, HR procedures, payroll, designing and implementing HR strategies and processes.
* Enthusiastic & effective leader managing an organization that has a short and long-term vision, mission, energetic and result oriented.

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| **Areas of Expertise** |  |

**HR & Legal Compliance Management**

* Manage the day to day HR and Compliance responsibilities for several divisions within the company.
* Lead prioritization of compliance projects & current risk assessment. Develop and implement an enterprise-wide HR compliance strategy and approach that aligns with legal requirements, Company compliance objectives, employment practices and business goals.
* Spearhead HR compliance related initiatives and projects. Design or implement improvements in communication, monitoring, or enforcement of compliance standards. Present and obtain leadership approval.
* Oversee compliance audits to ensure that HR compliance procedures are followed across the enterprise, draft audit reports detailing methodology, results, and remediation. Monitor known risks, internal control effectiveness, and the remediation of process deficiencies.
* Effectively manage the administration of employment policies/procedures, and all matters related to local, state and federal wage and hour, benefits, compensation, equal employment opportunity, fair employment practices and other employer compliance issues managed.
* Collaborate with Compliance, HR Programs, Legal and other functions to assess new projects and/or changes in process, policy, or technology, to identify controls and risks, to successfully communicate any changes in processes needed and to develop any ongoing audit processes to ensure compliance.
* Inform necessary changes to the Employee Guide (handbook) as well as drafting and maintaining HR policies.
* Monitor and research Federal, and local employment laws, regulations and legislative updates in partnership with the legal department to ensure the company is reacting and HR is receiving information in a timely manner.
* Identify and discuss emerging compliance issues with leadership while also developing, preparing, and presenting compliance reporting to stakeholders, as necessary. Support/assist with compliance training drafting and delivery.

**HR Personnel Management**

* Oversee all areas of employment law and employee relations, including but not limited to disciplinary matters, job performance related matters, wage and hour issues, job standards, supervisory skills development, employee recognition and communications.
* Manage the administration and interpretation of the collective agreement including successful resolution of grievances consistent with maximizing management prerogative, operational flexibility, and efficiency.
* Maximize overall transaction accuracy and efficiency as related to employee relations, performance management and career progression and terminations including all interim employee transactions and electronic and manual recordkeeping requirements.
* Evaluate and make determinations/recommendations on proposed employee disciplinary actions including suspension and termination decisions.
* Investigate employee complaints about management practices, recommends corrective actions.
* Administer investigations of team member complaints or grievances, research and drafts responses, and works with supervisors, managers, to reach appropriate resolutions per the terms of the collective agreement.
* Consult on disciplinary matters, reviews disciplinary documents for legal and policy compliance.
* Promote open communication within all levels of the organization to positively resolve employee relations problems while promoting and maintaining the integrity of employees and the organization.
* Conduct ongoing needs analysis, designs, develop or facilitates appropriate training and development programs.
* Prepare HR reports and statistics analyzes data and recommends actions as indicated.

**General Administration Management**

* Accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results, coaching, counseling, and disciplining employees, initiating, coordinating, and enforcing systems, policies, and procedures.
* Handle complete facilities and office infrastructure set-up and upkeep, ensure enough quantity of supplies and equipment to support operations, devise an extensive filing system to organize & update company files.
* Achieve financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring costs, and analyzing variances.
* Develop budget recommendations for operating expenditures and/or capital outlay, personal services, equipment, and materials, and maintains revenue as high as possible.
* Oversee management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures for food service, warehouse, accounting, and finance.
* Handle and maintain confidentiality in all official company correspondence, quotations, inquiries, contracts, and other legal documents.
* Liaise with different departments to coordinate activities, exchange information, and resolve issues as well as to ensure timely implementation of objectives.

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| **Proven Job Role** |  |

**Legal Adviser – Ministry of Human Resources and Emiratisation, UAE**

*Working as Legal Consultant in Ministry of Human Resources & Emiratisation Service Center (Services Consultancy Dubai)*

* Possess vast knowledge of UAE Labor Law, updated with frequent training on the new updates (Ministerial orders) by Ministry of Human Resource and Emiratisation.
* Responsible for resolving and clarifying queries raised by the Employers and Employee from all over UAE related to UAE Labor Law.
* Provided a comprehensive training and new updates by (Ministerial orders) to Employees handling general quires.
* Assisted individual related to Legal queries as per Local Laws and Regulations received on call center department.
* Act as coordinator and advisor for the implementation of the Centre’s conflict of interest policy and related internal procedures.
* Supported Legal training to the HR Managers and Employees from the companies identified by the MOHRE.
* Resolved and clarify queries raised by the walk-in customers and overseas customers through phone and email.

**Human Resources & Administration Manager –** *Adam Holdings is a British owned, ISO certified company, registered in an offshore jurisdiction. The only ISO certified vertically integrated, corporate services provider in the Middle East and offer comprehensive solutions to all SMEs from startups to mergers and acquisitions on one platform. The Group operates with strength of 125 employees.*

* Formulated, direct & coordinate HR activities & policies to achieve the organizational objectives.
* Evaluated the effectiveness of the HR activities in achieving the organizational objectives.
* Analyzed statistical data and reports to identify and determine causes of personnel problems and develop Recommendations for improvement of organization's personnel policies and practices.
* Served as the main point of contact between staff members and department heads.
* Provided comprehensive reports on administrative function, and exhibit control over day to day routine administrative and personnel activities.
* Monitored and guiding the team in handling the Employee files, processing Annual, vacation, sick leaves settlements.
* Ensured timely arrangements of statutory requirements are completed for new and employees renewing their contracts.

**Senior Executive/Human Resources & Personnel –** *ETA-Ascon Star Group is one of the leading groups of companies with corporate headquarters in Dubai. The company is having over US$ 6 Billion turnover with more than 60,000 employees. It’s Trading and Division Unit has evolved into a multifaceted global enterprise having turnover of US$700 Million tons of various commodities with 300 employees*.

* Spearheaded all recruitment activities in collaboration with different heads of the departments and ensuring compliance with the company’s recruitment policy.
* Provided recommendations to Division Head on promotions, salary increase based on employee performance appraisal system corresponding to company manpower plan.
* Managed daily personnel services and implementing transit and visit visa of company guests, new employee visa, expatriates working permit and renewal of the same as needed.
* Administered maintenance of accurate employee records, salary management, welfare system, leave supervision and precise labor records according to UAE Labor Law.
* Participated in setting up and negotiating rent for the office, guest house, and labor accommodations.
* Directed varied insurance plans and policies like employees’ medical and general insurance.

**Assistant Manager – HR & Personnel Department –** *JBA Group is one of the pioneers in production of high-class Granite, Steel Cables & Steel Rods and Finished Glass Products. The Group operates with strength of 350 employees and involve in about 300 contract workers.*

* Responsible for handling two support staff, overseeing organizations’ recruitment and appraisal activities and managing the entire regulatory compliance.
* Supervised the entire human capital activities like recruitment, career enhancements, personnel services and manpower planning. Guaranteed employment of only qualified staffs as per experience and skills.
* Afforded excellent HR administrative support to 250 employees during peak season.
* Handled daily personnel services, employee relations and payroll management including all HR regulatory and governmental concerns.
* Assured good image of the organization by coordinating regularly with consulates, colleagues, and clients to uphold good public relations.
* Conferred with entire Central and State Government agencies such as Labour Commissioner, Industries secretary, and Pollution Control Board. Converged with company’s Legal Adviser and stand for the company on legal issues.
* Dealt and entered agreements with subcontractors on company’s behalf.

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| **I.T Proficiency** |  |

* Diploma in MS Office application (Word, Advance Excel, PowerPoint, Email application & Internet).

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| **Personal Details** |  |

Nationality : Indian

Date of Birth : 22nd July 1974

Marital Status : Married

Visa Status : Employment

Languages : English, Urdu, Hindi & Tamil

Driving License : UAE Driving License

Reference : Available Upon Request