**Yousef**

**Yousef.382993@2freemail.com**

**PROFESSIONALPROFILE**

* Morethan17yearsofpracticalexperience,whichboilsdownintoExecutivesupervisory,monitoring and training,whereIhavecompletedalotofstrategic objectives efficiently,highly efficientanddedicated service towardsfoliarUAEinrecognitionofmygratitude forgivingmetheconfidencetocontributeto therenaissanceofthenation-building.
* SolidtrackrecordinHumanResourcemanagement,professionalincreatingcompaniesororganizations, solvingmanagement issues,teachingundergraduatestudies,planning,analysisandmanagingbudgets’ andspecializedinhiringgloballyexpertisewithhighlyskilledinnegotiation,mediation,Intelligenceand afriendlypersuasivenature…
* Ihavedevelopedandimplementedthebestmanagementpracticesandpolicies withintheorganizational structureandhumanresourcesinthegovernmentandprivatesectorofAbuDhabimycontributionswas oncreatingHR(policies and procedures), recruiting, designing (benchmark and pay system), training and orientation for UAE national cadres for the sake of community service, satisfy the public needs and achieve the required performance indicators.

**KEYAREASOFEXPERTISE**

|  |  |  |
| --- | --- | --- |
| HRStrategicPlanningOrganization Theory&DesignCompensation&EmploymentRelationsInternationalBusinessManagement | HRProductivityLeadership&CommunicationCustomerservicesComplexProblemSolving | CentralIssuesInHR ManagementCriticalThinking& Logical reasoningTeaching,CoachingandTrainingHumanResourcesPractice |

**CAREERHISTORY**

**Exeed PrecastOwned by Exeed Industries L.L.C. part of National Holding Group (**02Nov 2017 – At Present)

**Position Title: Senior HR - Recruitment**

**Main Responsibilities:**

**Lead & Manage the recruitment operations for the blue color jobs fulfilling the factory with skilled/unskilled labors demand. Beside the staff level vacancies required.**

**AYADI Manpower Supply a Subsidiary of Exeed Industries part of National Holding Group (**24 Oct 2016 – 30 Oct 2017)

**Position Title: Recruitment Specialist**

**Main Responsibilities:**

* Lead the recruitment team in all recruitment functions stage to achieve all the company activities.
* Handling ADFSC contract project to mobilize 356 staff (white and blue color) fulfilled 252 staff 71%.
* Conducting business by providing to the agency demands required from different clients to outsource it.

**AbuDhabiFarmer'sServicesCentre,ADFSC**

31October2010 - 30Sep2016

**Achievements:**

**GovernmentSector**,IhaveparticipatedinorganizationbuildingsystemthatIcontributeinwritingADFSC

policyandprocedures andgeneratepayroll,Pension Fund,EmployeeContracts,Recruitment process(selecting-interviewing-testing-hiringmanual process) Employee Relation and Administration Manpower outsourcing labors.Alsomanagedand organizedPROjobfollowingCivilLawpolicies&Procedures.Maintaining asystemforpersonnelfilesandannualleaverecordsforbothFSC&GRM InternationalthedeveloperofAgriculturalcompany.

**Sr. Officer Recruitment & Planning (02 Nov 2014 – 30 Sep 2016)**

* Head Hunttheprofessionalcandidatesforhighseniorlevelpositionsgrade1, 2&3.
* Managetherecruitmentteam3 membersbydistributethedailyworktotheteammember.
* Representtheimportantreportstothemanagementsuchasannualrecruitmentbudgetreport,KPIrecruitmentreportsquarterly,weeklymanpowerrecruitmentplanreports.
* Attendtheannualcareerfair forTawdheefandNajahexhibitionandrepresenttheorganizationin theannualcareerfairin allinstitutesanduniversitiesinUAE.
* Positingvacantjobsinwebsites,collectingC.Vsfor selectionrequiredpositions,conductingcandidate’sinterviewsappointmentandtests.
* Createjobdescriptionsforjobpositions,doingresearchinformationfortaskresponsibilities, goals,requiredqualificationsandhiringmatrix.
* RewriteandupdatetherecruitmentManualProcedureswithnewtechnique, new diversemethods.

**Sr. Officer Compensation & Benefits (01 Oct 2013 - 02 Nov 2014)**

* Improvingthecompensationandbenefitsunittobeattractiveandconvenesemployeestowork6 daysperweekinMarketingunitesandPackhousesstoresalignedwiththeappraisalperformance degreebesideupdatingcompensationbudget.
* HandlealloutsourcemanpowermobilizinglaborsunderAdministrationUnitthatcancoverall activitiesfromskilledandunskilledlaborsformfivedifferentcompanies providingFarmneeds besidemanagingtheirsalariesupdatingwiththeirtimesheetsanddistributingthemin multi-areas.
* Updatingpolicieswithnewinformationtoimprovetheproceduresforemployeerewardsand promotions.Sort,arrangeandupdateDamanADFSCemployeesList.
* Design,modify,communicateandimplementCompensationandBenefitsprogramsandensurethat the programssupport FSC strategic objectivesand comply with approved HR policies and procedures.
* ManagetheHRcommittee&boarddirectorminutesofmeetings,amendmentandreports.

**Sr. ER Officer (June 2012 – Sep 2013)**

* CreatenewRotationattendanceprogramforcertainemployeestowork24HRSalignedwithCivil

Lawsrulesinordertocoverthejobandgivetheemployeestheirrightsandbenefits.

* Manage daily data interring in Oracle System (annual leaves application forms-telephone allowance-school fees-medicalexpenses-immigrationvisafees-leaveencashment-various fees- Housingloansand finallyEOS).
* ApplygrievanceanddisciplinaryprocessesinlinewithFSCguidelines,performingpreliminary investigations asrequiredandprovidetimelyandeffectiveservicesrelatedtopersonnel administrationactivities.

**HR Officer - Generalist (Oct 2010 – Jun 2012)**

* StartedassistHR&AdminDirectorbycreatingHRpolicies&Procedures,EmployeeRelations,Payroll,

PensionFund(compensation&Benefit)andRecruitment,selecting,Doingcontracts&offers,Undertaking, Conductinginterviews,SelectingandGeneralistsearchingEmiratisC.Vsandadministrationjobs.

* Responsibleforfulllifecyclerecruitment,whichincludesjobneedsidentification,requisition analysis,jobboardpostings,pre-screeningresumesandapplicants,checkingreferences,negotiating salaries,settingupinterviewsandprocessingnewhires foremployment.
* Re-writePolicyalignedwithFarmenvironmentbusinessesandreviewingproceduresthatsolve problemsandsavetimeandreducingcost.
* Prepareallkindsoflettersintwolanguage(E&A).
* Re-structuringtheorganizationchartbasedonthefloworworkandjobdescriptionidentify.

**BUILDEXGeneralConstructions**

January2010–September2010

**Achievements:**

Asa **Human Resource Manager**position

**PrivateSector**,I havecreatedandbuilda newsystemthatgenerateapayrollwithotherfunctionsofhumanresource.IalsomanagedandorganizedthePROsection thatcontainimmigrationissuesandlaborofficejobsbesidetherecruitmentandtheterminationissuesduring thefirstfive monthstominimizethecostanddothereplacementneededfor.

**NationalFinancialBrokerageCompanyaSubsidiaryofInvest AD**

May2008–December2009

**Achievements:**

* Createandbuildnewsystemofallvariousfunctionsrelatedtoemployeesbenefitsstartfrom personalfiles,contractsandinnovateformsthatdrivetheprocessandprocedures speedily.
* ProduceAttendancesystemto generateovertimeandabsenteeisminmonthlybasis.
* ConstructTrainingSystemforLocalemployeesthrowTrainingAgenciestodeveloptheirskills.

**Position: Personnel Senior Officer**

* Conducts job analysis interviews, prepares job descriptions in accordance with professional

Standardsformanagersandkeyemployees.

* Participatesinannualcompensationandbenefitssurveyandmatchescompanyschemewithlocal andinternationalmarket.
* Assistsindesigningincentiveschemestomeettheorganizationsrequirements.
* Reviewstheorganizationannualmanpowerneedsreceivedfromthevariousdepartmentmanagers whenconsideringnewhires.
* Monitorsthecurrentrecruitmentsystemandadvisesfurtherdevelopment.
* Enhancestheexistingrecruitingsystembyparticipatinginthedesignandimplementationofanew onlinerecruitingprogramfroma functionalperspectiveincollaborationwiththeIT department.
* Conductpsychometricassessmentstoscreenprospectiveemployeesandmakesrecommendation andimplementationofa performancemanagementsystemwithinorganization,assistsmanagersin settingupSMARTobjectives.
* Providessupport,adviceandgiveprofessionalassistancetomanagementanddivisionswithrespect totraininganddevelopment.
* ProvidesaconsolidatedT&Dbudgettomeetthecompanyobjectivesandtobeinlinewiththe corporateplan.
* Servesastrainingadvisorandcareercounselorto supervisorsandemployees.
* Managingthepayroll,attendancededuction,salarypromotion,annualleavesrecordandothers.
* AssistCEOineveryarrangementsordevelopmenttaskshe deliveredtome.
* Participatesinannualcompensationandbenefitssurveyandmatchescompanyschemewithlocal andinternationalmarket.
* Assistsindesigningincentiveschemestomeettheorganizationsrequirements.
* Reviewstheorganizationannualmanpowerneedsreceivedfromthevariousdepartmentmanagers whenconsideringnewhires.
* Monitorsthecurrentrecruitmentsystemandadvisesfurtherdevelopment.
* Enhancestheexistingrecruitingsystembyparticipatinginthedesignandimplementationofanew onlinerecruitingprogramfroma functionalperspectiveincollaborationwiththeIT department.
* Conductpsychometricassessmentstoscreenprospectiveemployeesandmakesrecommendation andimplementationofa performancemanagementsystemwithinorganization,assistsmanagersin settingupSMARTobjectives.
* Providessupport,adviceandgiveprofessionalassistancetomanagementanddivisionswithrespect totraininganddevelopment.
* Provides a consolidated T& D budget to meet the company objectives and to be in line with the corporate plan.

* Servesastrainingadvisorandcareercounselorto supervisorsandemployees.
* Managingthepayroll,attendancededuction,salarypromotion,annualleaverecordandothers.
* AssistCEOineveryarrangementsordevelopmenttaskshe deliveredtome.

**AbuDhabiInvestmentCompany InvestAD- ADIC**

**February 1999– April 2008**

**Achievements:**

* CreateanddevelopAttendancesystemtogeneratethecalculationeasilysavetimeformonthly

Payableovertimeanddeductibleofabsenteeism.

* Innovatedsimple directionstorespond positivelyformarketingrequirements,officeexpensesand employeesbenefitsingood manner.

**Position: Human Resources Administrator**

Partofa teamresponsibleforEmployee Relationsand AdministrationofPolicies&Procedures:

* KeepsabreastofthelatestdevelopmentsintheareaofstatutoryregulationsHRsystemsand policies,andmaketheappropriateamendments.
* Preparesrecruitmentrelateddocumentationbesidevariousletters,internalmemos,etc.
* Preparespartofthemanpower /personnelbudget.
* Prints,organizes,andsendstheperformanceappraisalfromtoallemployees.Andentersthe performanceappraisalscoreofeachemployeeinthe systemandprepareannualactionformsbased onperformanceappraisal.
* Coordinatesthedevelopprogramwiththeconcerneddivision/departmentandassistinplacing him/herinthetargetposition.
* Arranges forinternalandexternalcourses/seminarsasperthedevelopprogram.
* Maintainaccuraterecordsandreportonthe utilizationofthetraining plansbudget.
* Administersstaffbenefitsbesidemaintainsandupdatessalary&benefitsdatabasesuchascalculates leavewithoutpay,advancesalary,loans,leaveencashment, endofservicesettlements, IDcards, trackingleaves&attendance,medicalinsurance,letters,formsandemployee files.
* ReviewsC.V’s.Call candidatesforinterviews.
* Coordinateswithrecruitmentagenciesaboutterms andconditions.
* Preparesnecessary documents suchasrefundclaim,invoicesandmonthly statementpertainingto pensionbyconductingchecks.
* Monitorstheemployees’passport/visa validity,employmentcontractsandupdatespersonnelfiles.

**YemenMinistryofEducation Dec.1995– Jan1999**

**Position : Physics & Math Teacher**

Workingasa MathematicsTeacherforIntermediatefemaleSchoolgradeof7,8&9ManagedclassroomofGrade-8-9 students,teachingMathematicsandconductingtheexams.

Developed lesson plans that met varied student needs, evaluated and assessed children’s development,andimplementedstudymethodologiestoenhancestudent’sprogress.Developedand maintainedstrongrelationshipswithfellowstaffandadministrator

* Preparedcourseobjectivesandoutlineforcourseofstudy.
* Administeredteststoevaluatepupilprogress,recordedresultsandissuedreportstoinformparents ofprogress.
* Keptattendancerecords.Maintaineddisciplineinclassroom.
* Metwithparentstodiscussstudentprogressandproblems.
* Pursuednewlearningtoolstoenhanceeducationalprograms.
* Participatedinfacultyandprofessionalmeetings,educationalconferencesandteachertraining workshopsincludinghelping theadministrationinorganizingSportsactivities,Annual Functions, Parents-Teachermeetingand outdooractivitieslikePicnictripsandvariouscompetitions.
* Earnedpraisefromleadteacheronteachingabilitiesbasedonachievementsofacademicgoalsand overallperformance.Consistentlymaintainedtopperformanceratinginprincipal'sevaluations for achievingexcellentresultsinexamination.

**QUALIFICATIONS**

**MHRM**,**MasterDegreeinHumanResourcesManagement**(AbuDhabiUniversity2008-2010). (Courseconsistedofeightmodulesdividedintofoursemestersoftwomoduleseachandtheyare:Central IssuesinHRM,OrganizationTheoryandDesign,International HRM,Compensation &Employment Relations, HRProductivity,HRStrategy, International Business Management, Leadership &Communication).**GPA(3.57)**VeryGood.

**BSc’s**.**BachelorDegreeinScience**(**Physics**).From**AdenUniversity**1995.Yemen.

**SecondaryHighSchool**fromKuwait(ScienceSection)1989. Kuwait.

**TRAININGCOURCES**

EnglishProficiencyAchievedACADEMICIELTS.Scored5.5fromBritishCouncilinAbuDhabi.

 2008&manyEnglishcertificatescoursesfromELTS

EmiratesInstituteForBankingandFinancialStudies(personalskills,FinancialStatementAnalysisandEnglishBusiness)inAbuDhabi.2006

BasicinHumanResourcesManagementfromMeircTraining&ConsultinginDubai2007.

ABAMI,timemanagementprogramJune2014.

First AIDmedicalemergencysupportforanysuddenaccident.

**PERSONALINFORMATION**

|  |  |
| --- | --- |
| P/DofBirth | Kuwait/10Dec1970 |
| MaritalStatus | Married,4 Children |
| TotalExperience | 20Y |
| RelevantExperience | 17Y |
| Nationality | Yemen |