**Mahmoud**

**Mahmoud R. Abu Ayshih**

**Address: UAE - Dubai**

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**Professional Profile**

Mahmoud is an accomplished and driven professional with a possessing and proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. He is**Human Resources / Learning (Training) and Development** Subject Matter Expert(SME) with 10 years of diversified experience in many sectors. Mahmoud excels at communicating with people from different backgrounds, leading teams, leading change management initiative, and championing HR related projects.

**Areas of Expertise and Skills**

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| --- | --- |
| **Human Resources-L&D Skills:**   * Applicant Tracking Systems * Assessing Job Candidates * Coaching * Policies and Procedures * Developing Training Models/Materials * Employee Development/Engagement * Employee engagement * Employee Relations/Sourcing * Performance Management * Talent Management Systems * Talent planning | * Evaluating HRIS * Human Resource Planning * Hiring/Interviewing * Labor laws * On boarding * Orientation * Payroll * Placement Management * Pre-employment Screening * Social Recruiting * Tact * Technical Recruiting |

**Education**

* **Sep 2003 – Jun 2007:** Bachelor of Science (BSc), Faculty of Agriculture Jordan University of Science & Technology, Jordan.
* **Ongoing:** Honor degree, Psychology w/ Human Resources Manager, Middlesex University (Dubai Campus)

**Professional Experience**

**Job Title: Consultant, Human Resources and Training**

**Organization: ProVision, UAE - Dubai**

**Duration: Current Employer**

**Responsibilities:**

**.** Advising management on the administration of human resources policies and procedures.

. Serving as internal consultants by analyzing a company’s current HR programs and recommending solutions.

. Developing, revising, and implementing HR policies and procedures.

. Ensuring HR programs and services are following established policies and procedures and Labor laws and regulations.

. Preparing and maintaining reports related to specific HR projects

. Assisting with the development and coordination of recommended changes regarding workflow

. Developing methods for compiling and analyzing data for reports and special projects

. Conducting audits of HR activities to ensure compliance.

. Presenting training sessions related to specific HR programs.

**Job Title: Manager, Human Resources and Training**

**Organization: MK Management Consultancy LLC, UAE**

**Duration: Aug 2016 –Sep 2017**

**Responsibilities:**

. Recruiting and staffing.

. Organizational departmental planning.

. [Performance management](https://www.thebalance.com/performance-management-1918226) and improvement systems.

. Organization development.

. Employment and compliance with regulatory concerns regarding employees.

. [Employee onboarding](https://www.thebalance.com/employee-onboarding-positive-new-employee-experience-1918830), development, needs assessment, and training

. [Policy development](https://www.thebalance.com/how-to-develop-a-policy-1918870).

. Employee relations.

. Compensation and benefits administration.

. Employee safety, welfare, wellness, and health.

. Employee services and counseling.

**Job Title:Manager, Human Resources and Training**

**Organization: SPAR - Megamart (Managend By ADCOOPS), Northern Region - UAE**

**Duration: Aug 2014 – Aug 2016**

**Responsibilities:**

. Hand to Hand coordinatingthe [implementation of Human Resources programs](https://www.thebalance.com/develop-a-human-resources-department-business-plan-1918400) with Human Resources staff.

. Developing and monitors an annual budget that includes Human Resources services, employee recognition, …

. Selecting and supervises Human Resources consultants, attorneys, and training specialists.

. Conducting a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.

. Leading the development of [department goals](https://www.thebalance.com/beyond-traditional-smart-goals-1916765), objectives, and systems.

. Establishing [HR departmental measurements](https://www.thebalance.com/create-value-with-human-resource-measures-1918399) that support the accomplishment of the [company's strategic goals](https://www.thebalance.com/build-a-strategic-framework-through-strategic-planning-1916834).

. Developing and administers programs, procedures, and guidelines.

. Participating in executive, management, and company staff meetings and attends other meetings and seminars.

**Job Title: Asst. Manager, Human Resources and Training**

**Organization: THE 4D, UAE**

**Duration: Sep 2009 – Mar 2014**

**Responsibilities:**

. Maintaining and ensured the HR policies, procedures and guidelines are compliant with local employment laws.

. Addressing employee concerns; investigated grievances and conflicted and took necessary remedial action to managing employee relations in an unprejudiced and amicable manner for increased employee productivity, morale and motivation.

. Working with line managers to ensure probation and performance reviews are carried out in a timely manner and any actions are followed up.

. Ensuring a proper on-boarding program is in place when new employees join.

. Developing positive employee relations by responding to all employee questions and concerns in a timely and systematic manner.

**Job Title: Generalist, Human Resources and Training**

**Organization: FSSC LLC, UAE**

**Duration: Feb 2008 – Aug 2009**

**Responsibilities:**

. Managing employee timesheet and processed payroll accurately and on time ensuring accurate deductions, adjustments, and leave calculation.

. Preparing the division HR annual budget in consultation with and for the review of the Human Resources Manager and Operations Manager and sought approval for variances on a timely basis.

. Administering a comprehensive integrated human resource management program for the company and acted as a focal point for all division HR operations.

. Worked with Talent Acquisition Specialist and Managers to ensure hiring ‘best-in-class- talent’ to facilitate achievement of business objectives.

**Professional Training Courses & Workshops**

* **Mar – May 2013 :** Train the Trainer/ Employee Engagement
* **May –Jul 2013 :** :Customer Service Excellency/ Organizational Behavior
* **May –Jul 2013 :** Communication Skills / Recruitment Methodologies
* **Aug – Nov 2014** : Leadership / Public Speaking / Presentation Skills
* **Jan** – **Feb 2015** : HRIS (MenaME– Microsoft Dynamix AX 20120)
* **Nov 2016** : HR Fair – Knowledge Village
* **Dec 2016** : Labor Law Seminar
* **Jan 2017**: : Mini CIPD Review
* **Mar 2017**: : HR Strategies and Building a Changing Environment
* **June 2017**: : Challenges in HR for the last Decade
* **Sep 2017:** : His Highness Sheikh Hamden Bin Mohamed Prize for Excellency
* **Nov 2017:** : Knowledge Transfer Seminar
* **Jan 2018:** : Review on Labor Law Changes and Trends