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| **George** **Email:** **George.388251@2freemail.com** |  |

**PERSONAL SUMMARY**

HR professional with overall 14 years’ experience with HR practices and policies (10 years Oil & Gas experience). Highly effective at incorporating creative leadership skill to achieve business objectives. Handling large workforces of 500+ employees in multiple locations of MENA region.

**Area Of Expertise**

* HR Strategy, Objective Programs • Policy assessment
* Workforce plan and HR Budgeting • Employee Labor Law
* Training & Development (CDP) • Payroll, Compensation and benefits
* Exit Procedure, EOSB & PIB • HR Policies and Procedure
* Recruitment selection and process, • Multi-unit Management
* Insurance & Health Care • Labor Agreements
* Motivational Exercises • Performance Management
* Regulatory Compliance • Employee Relations Programs

**CAREER HISTORY**

**HUMAN RESOURCES MANAGER** – **Middle East and Africa Countries- January 2015 to present** Employer Name – Q’Max Solutions Inc, Dubai, UAE

Responsible for **Middle East and & AFRICA (Iraq, UAE (Dubai & Abudhabi), Kuwait, Kenya, and Tanzania)** Human Resources process and development, and for interacting with all levels of managers concerning HR projects, policies and operational decisions.

* Overseeing ME & Africa HR process
* Middle East & Africa business locations monthly payroll.
* Reviewing compensation and benefits for annual basis to ensure that the company compensation system matching the current market.
* Implemented a robust HR function, policy and processes across all companies.
* HR related budgets for the company, manpower, training, and compensation for management approval
* Develop and institutionalize a performance management system and ensure that department managers following and implement the system
* Ensure competitive and performance related compensation to attract and retain talent
* Monitor and take corrective measures on all HR processes
* Issuing HR official letters including offer letters and employment contracts.
* Representing QMAX in MNR and Ministry offices for Iraq and Kenya, regard of employee Visa, Residency, Local recruitment, Social security and AVL System (Approved Vender List).
* Insurance - Renewal of company Insurance policies (Medical insurance, Workmen compensation & Personnel accident cover).
* Liaising with corporate office and reporting monthly HR Metrics.
* Ensuring that all company policies and procedures are up to date in line with current employment law.
* Ensuring that the correct recruitment and selection procedures are adhered to.
* As per each country law to achieve the localization plan in order to employee the trainee level positions for fresh graduates from home country
* Providing specialist information and guidance to employees and managers on HR policy and practice and employment law
* Controlling costs and ensuring that they do not exceed budgets.
* Processing immigration paperwork for work permits.
* Assisting with day-to-day HR related questions and providing tender related HR documents
* Keeping up to date with legal developments.
* Investigating disciplinary and grievance matters.
* Preparing training calendar, budgeting and delivering training, including inductions for new staff.
* HR Documentation – Having monthly review to check on employee’s files documentation status to ensure all the needed documents are incorporated in the file.

**Lead HR and Recruiter (Jan 2010 to Dec 2014)**

**Employer Name – Oilserv Oilfield Services Company, Erbil, Iraq (Handled over 2000 Employees)**

* Overall responsibility of man power planning and recruitments.
* Lead and conducted induction programs for the new recruits.
* Entire entry visa process and residency permit responsibility
* Insurance focal point – handled 1500 employee’s enrollment, pre-certification and reimbursement process.
* Organized 150 student’s internship program for 3 months.
* HR monthly reports reporting to head office.
* Monthly payroll and benefits.
* Exit process and final settlement for employees when they leave.
* Managed proper file system for 1500 employee’s documentation and updated the soft copies in HR SharePoint
* Maintained good internal communication within top to bottom workforce.
* Quarterly basis conducted employee motivational activities

**HR Manager (Feb 2009 to Dec 2009)**

**Employer Name – Alkatra and Spices Group, Doha, Qatar**

* Administers of key HR policies and processes around talent management, coaching, employee relations, compensation, benefits, and recruiting for the facility
* Intermediate/short range departmental goals and objectives in partnership with Management.
* Coordinate, implement, monitor and update plans, programs, targets, and initiatives.
* Develop and maintain HR metrics.
* Work with other managers to coordinate division operations and activities; plans and establishes work schedules, assignments, and resources to meet departmental goals.
* Resolve problems, complaints or grievances, and to plan and forecast staffing.
* Partner with Quality to align Directorate goals with Business Quality Management System (BQMS).
* Partner with Environmental Health and Safety to ensure OSHA Compliance.
* Support IT and Production with long-range resource plans.
* May occasionally perform special projects; Perform other duties as assigned

**Banquet Coordinator (Feb 2005 to Feb 2007)
Employer Name – AFOC Abu Dhabi, UAE**

**HR Coordinator (March 2004 to Jan 2005)**

**Employer Name – Savera International, Chennai, India**

**KEY SKILLS AND COMPETENCIES**

* Sound working knowledge of all current employment law.
* Experience of working in a fast-paced demanding environment.
* Experience of interacting with all levels of management.
* Providing advice and support in complex recruitment cases.
* Flexibility to respond to a range of different work situations.

**ACADEMIC QUALIFICATIONS**

* Satyabhama University, Chennai, India

**MBA** - Master’s degree in business management (Specialization in HR and Marketing)

* Tamil Nadu University, Chennai, India
**M.SC** - Master of Science in **Psychology**
* Bharathiyar University, Coimbatore, India

**B.Sc**.- Bachelor of Science in Business Management Studies

**Certifications**

* Journey to excellence leadership training Cairo, Egypt Dec-2018
* Compliance various courses training (Dubai -2018)
* ISO Auditing Training – Internal Quality Environment Occupational Health & Safety Management Systems Based on ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007
* Human Resources Management, recruitment and selection techniques: performance appraisal and compensation and benefits (Meric, Erbil 2013)
* Iraqi Labor Law Seminar – Certification Course - WHA Training Center ( 2016 - Erbil, Iraq)
* Introduction to Oil and Gas Industry (OS Erbil 2011)
* Change and Transitions Management (Energy Learning Corporation –Dubai)
* EPICOR ERP System (2012 –Dubai)
* Role of Leader (DDI`S Leading change and Motivation Others-India)

**PERSONAL DETAILS**

Marital Status : Married, 2 kids

Nationality : Indian