|  |  |  |
| --- | --- | --- |
| **Mohamed**  **Jahirhussain - CHRP**    **CONTACT**  **Address**  Liwan, Dubai- UAE  **Phone**  +971 (0)52 996 2935  **Email**  [jahir1312@yahoo.com.sg](mailto:jahir1312@yahoo.com.sg)  **LANGUAGES**  Tamil | English |Malayalam| Hindi  **SKILLS**  Human Resources  Human Capital Management  Talent Acquisition  Employee Relation & HRIS  Onboarding & Staffing  Office Administration  HR Strategies & HR Policies  Performance Management  Operation Activities  Organizational Skill  Travel Management  Team Building & Supervision  Medical Insurance Processing  Procurement & Vendor Relation  Expense Management  **EDUCATION**  CHRP – Certified Human Resource Professional  From ACI - 2019  M.sc Computer Science  2004 – 2006  B.sc Computer Science  2001 – 2004  From Bharathidasan University  Tiruchirappalli, India  **ABOUT ME**  Date of Birth: 13-March-1982  Nationality: Indian  Marital Status: Married  Valid UAE Driving License holder |  | **PROFILE**  Accomplished, CHRP certified Human Capital professional with 11 years of UAE experience. Highly organized with proven management & problem-solving skills. A self-starter, able to deal with people at all levels in a complex office & diverse business environment.  **WORK EXPERIENCE**  04/2017 – Present  Jaquar Global DMCC, Dubai  HR & Administration Manager.  Responsibilities:  Human Resource.   * End to End Recruitment: posting job vacancies, screening CVs, interviews, select and recruit the right people for the right roles. * Drafting job descriptions and KPI for the teams. * Pipeline candidates utilizing online recruiting resources such as LinkedIn, and various local, global job boards & HR consultancies. * Authorized HR E-signatory for company’s DMCC authority portal. * Manage the People Administration team including Job Offering, onboarding. PRO coordination for visa and company activities. * Performance Management & Appraisal: Carry out staff appraisals, manage performance and discipline staff. * Develops and Implement HR strategies in line with Business needs. * Demonstrate working knowledge of employment law and employment relations. * Ensures alignment of HR policies and procedures with organizational values and goals * Manage and oversee the Learning & development workshops for employees. * (SPOC): Single point of contact for all HR activities and company operation. * Liaise with an Insurance broker and Insurers for inception and renewal of staff Medical Insurance. * Manage employee exit process (cancellations, handover…etc.) * Payroll: Liaise with international Payroll & Incubation agencies for international operation & staffing. * Foster cross-functional relationships and ensure managers and employees are properly connected. * Regularly meet with employees for progress reviews and assessments and to promote a positive and open work environment where employees feel comfortable speaking up about issues.   Administration.   * Manage the day to day operation and administration of team resources consisting of the receptionist, Secretary and drivers. * Biometric and manual attendance maintenance, Space management, Asset management. * Liaise with FM vendors/Suppliers, housekeeping, safety/protection vendors, catering, Fleet, Hospitality, logistic, Printers, Telecommunication and security services. * Plan in-house or off-site activities, like parties, celebrations and conferences. * Support business activities with various International Business heads worldwide such as Africa, ME, APAC, Europe & UK.   03/2015 – 03/2017  Sobha LLC, Dubai  Senior Executive – HR & Administration.  Responsibilities:   * Overseen the Recruitment process by Screening, selecting, orienting. * Documented feedbacks, Administrating of offer letters. * Performed Placements and whole onboarding process * Visit MOL and Government Offices as necessary. * Monitored visa expiries and coordinated with PRO for the timely renewal of visa, Labor card and company documents. * Processed performance management in co-ordination with HR operations team & line managers. * Responsible for Employee leave management and grievance handling. * Performed Repartition process and Abscond check of employees. * Well versed in handling Employee Grievances and Welfare. * Labor management: From camp to the site regarding grooming, discipline and punctuality.   09/2011 – 03/2015  ETA MELCO, Dubai  HR Executive.  Responsibilities:   * Overseen onboarding and offboarding clearance & exit process. * Track, process probationary records with proper hierarchy till confirmation. * Executed Induction, orientation and monthly HSE & departmental workshops for employee grooming. * Maintained leave, Sick leave and vacation records through ERP. * Abides & implement proper HR policies and compliance process in the organization. * Assisted senior manager and finance during the end of service benefits process. * Documents personnel file systems and HR document for swift retrieval. * Supported HRD during performance management and appraisal.   06/2008 – 07/2011  GPCC, Abu Dhabi  HR & Office Administrator.  Responsibilities:   * Provided administrative assistance and reporting to the HR Director. * Scheduled Interviews, meetings and appointments. * Filing and documentation of all staff and operative letters, certificates, requests, etc. in their employee file. * Handled the leave management system for all staff. * Timely completion of all visa/residency process to avoid penalties from the MOL / Immigration. * Coordinated medical examination and monitor/follow up medical insurance cards for staff and their dependents. |