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| **Mohamed** **Jahirhussain - CHRP****CONTACT** **Address**Liwan, Dubai- UAE**Phone**+971 (0)52 996 2935 **Email**jahir1312@yahoo.com.sg**LANGUAGES**Tamil | English |Malayalam| Hindi**SKILLS**Human ResourcesHuman Capital ManagementTalent AcquisitionEmployee Relation & HRISOnboarding & StaffingOffice AdministrationHR Strategies & HR PoliciesPerformance ManagementOperation ActivitiesOrganizational SkillTravel ManagementTeam Building & SupervisionMedical Insurance ProcessingProcurement & Vendor RelationExpense Management**EDUCATION** CHRP – Certified Human Resource ProfessionalFrom ACI - 2019M.sc Computer Science2004 – 2006B.sc Computer Science2001 – 2004From Bharathidasan UniversityTiruchirappalli, India**ABOUT ME**Date of Birth: 13-March-1982Nationality: IndianMarital Status: MarriedValid 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 – PresentJaquar Global DMCC, DubaiHR & 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 – 03/2017Sobha LLC, DubaiSenior 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 – 03/2015ETA MELCO, DubaiHR 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 – 07/2011GPCC, Abu DhabiHR & 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.
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