# *Michael Refaat Fouad*

***HR & Admin Officer***

U.A.E

Dubai

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**QUALIFICATIONS**

* ***Diploma - Total Quality Management In Human Resources (2009)***

***International Institute for Management and Accounting***

***Assuit, EGYPT. (Certified from Westbrook University, NY) & (Canadian Academy for Science and Technology)***

* ***Bachelor of Commerce (2002- 2006)***

***English section, Specialized in General Accounting***

***Assiut University, EGYPT.***

**EXPERIENCE SUMMARY**

With total **(13)** years working as a Human Resources Officer/Generalist in United Arab Emirates I am involved in multitasking through actively participating in the recruiting process, analyzing employee turnover and retention, addressing employee matters and organizing work activities. My position is responsible for preparing and coordinating any functions pertaining to employment, compensation, labor negotiations and employee relations. As a HR Officer I am playing an active role in formulating methods to improve employment policies, processes and practices as well as recommending changes to management.

* Worked as a **Human Resources Officer** from 14/01/2019 till 30/12/2019
* Employer: **SamTech Middle East FZ-LLC (Free Zone company)**

**DIC, Dubai, UAE**

* Assist the HR Manager on delivering HR Business Plans.
* Perform duties such as job descriptions, job posting and promotion and hiring analytics.
* Managing and supervising the CSR activities within the organization in coordination with Dubai Chamber of Commerce.
* Plan and implement training programs
* Assist in performance management and employee evaluation (KPI`s System)
* Employees first point of contact for any concern, clarification, grievances that will be addressed to the HR Manager.
* Assist HR Manager in setting up KPI’s.
* Prepare Reports for each department for review and follow up of the KPI’s and appraisals ensure their timey submission/ closure as per deadline.
* Facilitate employees’ queries related to KPI setting and performance appraisal.
* Coordinate development and maintain job descriptions for all employees.
* Maintain hard and soft copy of HR files for all employees.
* Coordinate Performance Reviews for all employees.
* Draft HR reports by assembling, preparing and analyzing data.
* Liaise with PRO on all aspects of visa requirements.
* Coordinate on-boarding and induction of new employees.
* Assist HR manager in ensuring compliance with employment requirements as per Labor Laws.
* Assist HR manager in reviewing and implementing company Policies and Procedures in line with the business requirements.
* Assist in recruitment methods and selection interviews as requested.
* Perform other HR related tasks that may be assigned.
* Preparing Payroll on Monthly basis for the whole organization.
* Excellent communication skills and developed good relationships with Employees.
* Responsible to carefully handle receipts, invoices, payments and maintain records through data entry and filing
* Assisted with the PRO for the Employees related issues on daily basis.
* Make sure of safe working environment and adequate accommodation for the employees.
* Good written/verbal communication – Proficient in presentation, writing and/or editing manuals.
* Worked as a **Human Resources Officer** from 06/06/2017 till 31/03/2018
* Employer: **Gulf Eternit Industries L.L.C (FPI Group)**

**Dubai Industrial Park DIP, Dubai, UAE**

* Worked as a **Senior HR & Admin Officer** from 01/03/2015 04/06/2017.
* Employer: **AYADI Manpower Supply L.L.C**

**Abu Dhabi, UAE**

*(Falling under the National Holding Group of Companies;)*

* Worked as a **HR & Admin Officer** from January 2007 to February 2015.
* Employer: **Al Geemi & Partners Contracting Co.**

**Abu Dhabi, UAE**

* *(*AL GEEMI is a leading contracting company in Abu Dhabi operating since 1979, with more than 3,500 employees, 1,000 heavy and light machineries and more than $200 million yearly turnover.

**MAIN AREA OF EXPERIENCE**

1. Developing and implementing progressive HR policies to attract and retain high caliber professionals.Developing and implementing progressive HR policies to attract and retain high caliber professionals.Developing and implementing progressive HR policies to attract and retain high caliber professionals.**Manpower Planning & Recruitment**
2. **Assisting on the Payroll Processing for the whole company.**
3. **Supervising the HR team and reporting directly to the HR Manager.**
4. **Recruitment and On–Boarding Process.**
5. **Handling the Employee Relations (grievances, disputes and any other kind of employees requests).**

**Personal Details:**

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| * Name | : Michael Refaat Fouad Louka |
| * Nationality | : Egyptian |
| * Date of birth | : 23rd June 1985 |
| * Driving License | : Valid U.A.E DL |
| * Marital Status | : Married |
| * **Visa Status** | **: Visit visa** |

**References**

* Upon Request