

CURRICULUM VITAE

2021



AHMAD S. ABUALRUB

Human Resources

Personal Information



Single



Jordanian



12th April 1982



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Address UAE, Dubai. Ajman, willing to relocate if any

Human Resources Jobs is my passion

Hello, my name is Ahmad Abualrub. I am Jordanian Citizen and I live and work in UAE, I have a Bachelor's Degree in Business Administration "BBA" and I have completed 21 Hours (Master Degree) also in Business Administration "MBA".

Objective:

I would like to use my knowledge and experience that I have gained in my Previous Work. I am a very active, energetic, and enthusiastic person.

Certifications

PHRi(Professional Human Resources International) and preparing for **SPHR**

March.2021 –31st July 2021

Brief of EXPERIENCES

March. 2021 – 31st July 2021

Property Shop Investment – UAE- JORDAN & Egypt

HR Manager HRMS experience WebHR

Abu Dhabi - UAE

Aug.2019 – August 2020

SAUDI COMPANY ADVANCED BUSINESS - JORDAN & UAE & KSA

Human Resources Manager. HRMS experience Odoo

Amman – Khaldah

Sep.2016 – Aug. 2019

VFS TASHEEL – JORDAN, BAHRAIN & UAE

Human Resources Manager. HRMS Activate

Dubai-UAE

Oct.2012 – Aug. 2016

EXTENSYA CO. CALL CENTER

H.R. Services Senior. HRMS experience

Mena itech

Amman- Jordan

Aug.2008 – Sep. 2010

CENTRAL LANDRY OUTSOURCING CO.

Human Resources Manager

Amman – Al Rainbow Str.

Mar.2007 – Apr. 2008

PETRA ENG. INDUSTRIES FOR AIR CONDITIONING CO.

Executive Secretary and H.R. Coordinator

Amman - Jordan

EDUCATION

2001 – 2005 AL ALBAYT UNIVERSITY

Bachelor's degree in Business Administration

JORDAN

1998 – 1999 PRINCE HASSAN SCHOOL

Secondary School

References

Available Upon Request

FOLLOW ME



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LANGUAGES

Arabic English

EXPERIENCES IN DETAILS



March. 2021 – 31st July 2021
Property Shop Investment – UAE- JORDAN & Egypt
Human Resources Manager HRMS experience WebHR
Abu Dhabi – UAE – 350 Employees

Achievements:

- 1. Developed and implemented personnel policies and hiring forms .
- 2. Hiring a large number of employees, especially remote and work-from-home employees .
- 3. Motivating and supporting current staff and maintaining personnel files and Payroll.
- 4. Handling employee benefits and identifying staffing needs and creating job descriptions.
- 5. Designing and leading training programs and HR Induction Presentations for newcomers and developing and conducting training.
- 6. Exit formalities including conducting exit interview, filling exit form, issuing necessary documents - Experience Letter /salary slips, collecting company property which is with him/her - laptop, phone, others, deactivating his/her Company Email Account etc.
- 7. Issue Job Descriptions and design to standardize everything.
- 8. Change the Recruitment Application Form to be familiar with all countries and positions .
- 9. HR plan and team assessments.
- 10. HR Onboarding Training Materials
- 11. Conduct HR onboarding for new employees waiting for confirmation to begin using.
- 12. Conduct employees valuation forms

Aug. 2019 – Aug. 2020
Saudi Company advanced Busines – JORDAN & KSA (Startup Business)
Human Resources Manager HRMS experience odoo
Amman – Jordan- 400 Employees



***Achievements:**

- 13. Establish and implement HR efforts that effectively communicate and support the company’s mission and strategic vision.
- 14. Develop HR plans and strategies to support the achievement of overall business goals.
- 15. Function as a strategic advisor to the executive/senior management of each business unit or functional group on key organizational and management issues.
- 16. Develop and implement human resource policies. And Support strategic objectives.
- 17. Ensuring compliance with laws and regulations. And Managing employee wellbeing and performance appraisals.
- 18. Motivate and support current staff and Maintaining personnel.
- 19. Handling employee benefits and identifying staffing needs and creating job descriptions.

Sep.2016 – Aug. 2019
VFS TASHEEL(VFSGlobal) BAHRAIN & UAE - JORDAN
Human Resources Manager HRMS experience Activat
Dubai – UAE



Achievements:

- 20.1. Actively utilize Active Coaches and establish an annual plan. Work on coach development at each center.
- 2. complete all online training on time regularly reviewing managers to ensure they are completed.
- 3. Improve the quality of the PMS by ensuring learning needs from staff meetings are met.

HR Operations:

- 21. 1. Complete Payroll and regulatory compliance on time. 2. Complete Performance management activities and provide additional guidance to the business as needed on PIPs and CAPs 3. Salary benchmarking and recommend changes to C&B team as needed 4. Audit results should be minimal and completed within assigned timeframe. 5. Communicate all Policy changes and updates and ensure they are implemented.

Recruitment:

- 22. Obtain hiring approvals in a timely manner 2. All vacancies are posted on the career site and JD's are used as needed.3. Onboarding is organized and conducted in a timely manner.

MIS and Data management and Employees Relations and compensation :

- 23. Weekly Mofa report needs to be updated in a timely manner. 2. Recruitment Tracker is updated on a weekly basis.
- 3. Monthly HRBP report must be completed 4. All data requests from C&B team must be delivered on time
- 24. care of due diligence and background verification for vendors Any vendors to be approved at VFS must include
- 25. Compensation details and documents as well as RFQ documents .
- 26. Induced vendors to collaborate and submit bids online on Sourceezy portal which we used for online bidding .

Oct.2012 – Aug. 2016

EXTENSYA CO. CALL CENTER

Senior HR. Services HRMS experience Menaltech

Amman – Al Madina Al Munawara Str.- 1000 Employees

Achievements:

27. Performs all required activities for newly hired employees
28. Initiates all employee appraisals, and performs all related necessary activities.
29. Organizes all activities related to company health insurance.
30. Performs administrative and clerical tasks related to the human resources department
31. Ensures that all personnel files are properly maintained and updated.
32. Issues personnel reports and performs any other services requested by the immediate supervisor.
33. Attends to leave, absence, and Evaluation data entry. And Prepares settlement for employees who have left.
34. Prepares certificates of experience and any other reference letters required by employees
35. Maintains all payroll records and updates documentation, letters and announcements regarding Promotions.
36. Oversees employment and end of employment records including; exit interview, End of Service accounting, audit records and othes.

Employees Relations and compensation:

37. Maintenance of due diligence and background checks for vendors .
38. Submit compensation details and documents and RFQ documents .
39. Induce the vendor to cooperate and submit the bids online

Iso Process:

40. 1. Completed all Iso requirements from A to Z regarding standard filing of employee and sorting by codes 2. Created the JDs according to Iso roles 3. Recruitment according to Iso methods.

Training and Development:

- 41.1. Trained HR team skills and productivity and train staff in customer service skills and HR onboarding inductions.

Recruitment:

42. We open pools for candidates from universities who have just graduated, and take care of the recruitment process from A to Z We also train them in the use of the new technology.
43. _____

Aug. 2008 – Sep. 2010

CENTRAL LANDRY OUTSOURCING and catering (startup business)

Human Resources Manager

Amman – Al Rainbow Str- 600 Employees

Achievements:

44. Performs all required activities for newly hired employees
45. Tracks employee entry into HR system (bonanza payroll HR system & wings system).
46. Coordinate monthly employee (attendance)and forward information to finance dept.
47. Complete social security forms on a monthly basis to (social security Co. as a connection officer).
48. Follow employee application system & and any new function requests.
49. Track annual leaves and sick leaves in HR system. And HR filing system.
50. Experts in labor law and expatriate application in ministry of labor and exhibition organization.

Started the Business from the first step:

51. Capture all HR Dept. requirements from ERP System and through the HR forms and materials and all Employee contracts and until the end of the project and final billing and issuance of experience reports.

Mar. 2007 – Apr. 2008

PETRA ENG. INDUSTRIES FOR AIR CONDITIONING CO.

Executive Secretary and H.R. Coordinator Amman – Jordan

Job Description:

52. The filling system of the marketing department.
53. under the annual leave and sick leave system at HR system.
54. Typing Skills (M.S office) formal Letters (in/out notes).
55. according to mailing list (outlook system) Internet publication (in/out notes).