

# MOHAMED SAIFELDIN MAKI ALI

Senior Human Resources Officer and Administrative Specialist

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Dear Sir / Madam

As an experienced administrator with extensive experience in human resources and general administration fields, scientifically and practically.

I would like to take your attention that my experiences include administration, human resources, public relations, internal/external coordination, and all kinds of various administrative updates.

I always want to be an effective element in any team that seeks uniqueness and has a strong desire for progress, development, and fruitful productivity in achieving the goals of the work system and its rise to the top of success to highlight its distinction and use my experience and my ability to support the team around me and continue learning to reach new areas of knowledge which add a distinctive horizon for the organization and me.

Sincerely,

**MOHAMED SAIFELDIN MAKI ALI**



## MOHAMED SAIFELDIN MAKI ALI

Job Major : Senior Human Resources Officer and Administrative Specialist  
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As a seasoned administrator with a large base of experience in human resources exceeding +14 in administration, human resources, and public relations, I strongly want to be prominent in achieving the goals of the organization to which I belong and ascending to the top of the hierarchy of progress and development, and at the same time, to gain more Science is in new knowledge areas that add to me a distinct and high horizon.

### Profile

- Ability to work under pressure in fast-paced environments.
- Have a high appreciation for proactive attitudes and the ability to think positively and quickly, and to present ideas, solutions, and studies to problems.
- Dedicated, Confident, Trustworthy, Ethical, and Confidential Personality.
- Excellent interpersonal skills and a willingness to interact and integrate at all levels.
- Rapid and prudent adaptation to all varied management styles, especially in human resources.
- The use of all the resources that help in managing the employees.

### Area of Expertise

- Office Management.
- Manpower Planning.
- Analyzing and evaluating jobs and their suitability for employees.
- Archiving and selection.
- Appropriateness of the job title.
- Training and development.
- Formulating HR policy/procedures.
- Managing and following up on job performance.
- Benefits structured for employees.
- Negotiation skills.
- Administration of fees for the administrative sectors.
- Employee Relations / Participation.
- Contracting.
- Manpower companies.
- Conflict Resolution.
- Retaining competent employees.

## Education

- B.Sc. Technical Administrative and Financial (Business & Personnel Management) – Jordanian Sudanese University for Science and Technology– 2008.
- B.Sc. Biomedical Engineering - Sudan University for Science and Technology – Sudan – 2004.
- High secondary School Certificate – Alshola'a private school – Sharjah – UAE - 1999.

## Works Experience History



Senior Human Resources and Administrative Officer / Authority Coordinator

JLA Group ([www.jla-architecture.com](http://www.jla-architecture.com))

2011 till Date – Abu Dhabi - UAE

The establishment and technical management of the human resources department and its interlocutors entirely through:

- Leading and implementing a human resource system.
- Measure employee performance and work on compliance audits by establishing metrics for them and all of their processes.
- Creating process maps that were a vital tool for training new employees and the extent of this being reflected on the current team.
- Worked closely with line managers and program managers to understand and implement the service.
- Establishing standards for staff as per client requirements to develop a resource schedule.
- Managing the recruitment process from the initial stage when needed to request a vacant position.
- Manage and direct front desk operations and rotation schedules for receptionists and delegates.

Providing support to supervisors and employees to develop skills and capabilities (200+) employees, which include:

- Ensure that there is an accurate job description.
- Provide advice and assistance in writing job descriptions based on job requirements.
- Organizing training courses for employees, workshops, and social and recreational activities.
- Process employee requests for external training while complying with policies and procedures.
- Provide advice and assistance in developing the Human Resources department and department plans.
- Provide guidance and advice to employees.
- Proactively solve complex problems that employees may face by managing the process from the causes of the problem to the solution stage and its implementation.

Monitoring employee performance and operational compliance, which includes:

- Monitor the daily attendance via the report to the attendance and departure system.
- Investigating and understanding the reasons for employees' absence.
- Apply personnel policy recommendations regarding disciplinary actions.
- Monitoring the periods of absence, vacations, or emergency travel for employees, and coordinating alternatives to ensure adequate coverage for business continuity and productivity.

Coordinate and manage the staffing and selection process to ensure that a timely, structured, comprehensive procedure is used and includes:

- Providing advice and assistance to department managers regarding staff recruitment.
- Preparing notifications and announcements for vacancies.
- Scheduling, organizing, and conducting interviews and evaluation.
- Apply procedures and policies related to employee recruitment.
- Explaining labor standards and legislation such as workers' compensation, labor standards, fair practice law, and rights.



Personnel & Business Administration officer

Hyundai Engineering & Construction Co., Ltd. - Abu Dhabi ([www.hdec.kr](http://www.hdec.kr))

2009 till 2011 - Abu Dhabi (West Region / GASCO) - UAE

Manage employee files and records (5000+) to ensure benefits and allowances. Which include:

- Manage hiring agreements.
- Verify and report employee expenditures.
- Monitoring and managing the leave system.
- Review financial payments with external parties.
- Supervising and certifying the completion of the payroll.
- Reviewing the payroll reports issued by the Financial Department.

Coordination, follow-up, and implementation with all government sectors. Which include:

- Preparing permits for employees who work in security zones for oil and gas fields.
- Preparing all government transactions, letters, and correspondence to facilitate the tasks of employees.
- Conducting interviews with government departments to follow up on the progress of work and ensure its compliance with all conditions and policies.

Coordination with site administrators in various fields, suppliers, and sub-contractors, which include:

- Follow up of all workers at the sites by managing their specializations and needs through their supervisors.
- Preparing all contracts for suppliers and subcontractors after studying them and submitting them to the concerned department and making sure that they fit the requirements.
- Preparation and follow-up of LOA letters to suppliers and contractors to work in the oil and gas fields.



Human Resources Officer

Ministry of Investment ([www.sudaninvest.org](http://www.sudaninvest.org))

2007 till 2009 – Khartoum - SUDAN

- Keeping employee records and integrating them into the ministry's system.
- Preparing reports to evaluate the performance of employees.
- Approval of employee leave.
- Endorsing rewards and promotions and assessing the practical development of employees.
- Approval of training courses for employees to develop their performance.
- Managing file keeping, storing, and maintaining their confidentiality.



## Sales Coordinator

ORA Concept Trading and Investment ([www.oraconcept.co](http://www.oraconcept.co))

2006 till 2007 – Khartoum - SUDAN

- Promote the company's products in the field of electronics, building security, and safety.
- Concluding contracts with clients.
- Developing implementation plans for the technical departments.
- Follow up on approvals from external agencies.

### Languages

- English: Fluent (Reading, Writing, Talking).
- Arabic: Native

### Computer Skills

- Computer Excellent skills in operating in all kinds of Windows (Word, Excel, PowerPoint, Access).
- All kinds of HR systems (expl. ZETA HRMS).
- Excellent Internet user and browser.
- Address all failures facing the system and work on reaching an absolute solution.
- Speed performance in computational requirements associated with a working system.
- High skills in uploading /downloading documents on any type of system, whether the system follows the individual systems or governmental or private.

### Personal Skills

- Excellent Communication Skills.
- Ability to work as a part of teamwork and built a harmonious team in any field of work.
- Hard worker and time management skills.
- Analytical and problem-solving skills.
- High ability to build excellent relations.
- High ability for leadership and decision-making analysis.
- Building an environment commensurate for the working group members.
- Excellent knowledge of general laws of workers and their rights plus UAE labor law.

### Personal Profile

- Date of Birth : 1984 – UAE Born.
- Nationality : Sudanese.
- Marital Status : Married.
- Visa Status : Employment visa.
- Others : Abu Dhabi Driving License - UAE.