

## Muhammed Ashraf Abdulrahiman

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### PROFILE SUMMARY

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- Certified HR professional, CIPD (UK) postgraduate level 7 and SHRM-SCP (USA)
- More than fourteen years of HR work experience in the U.A.E.
- Expertise in operational, strategic, and commercial facets of HR practices
- Trained on JobLink™ Aon's job evaluation and job levelling methodology
- Proven ability to interact with all levels of employees, senior leaders, and executives
- Good understating of the U.A.E. Labor Law and Freezone procedures
- Experienced in entire HR set up including systems, transformation, and other HR & OD projects
- Technology-driven, hands-on experience in HRIS ERP system and implementation
- HRIS and Reporting: SAP HCM, SAP SuccessFactors, Microsoft Dynamics, MS Excel
- Experience in working with the external team (UK, Singapore, Malaysia, India) and supporting offices and project sites across GCC/ UAE, KSA, Qatar & Oman in a shared services environment.

### BUSINESS / INDUSTRY BACKGROUND

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- Industrial Engineering & Construction Oil & Gas, Petrochemical, Energy sectors-  
**Construction, Fabrication, Field Services, Contracting, Plant O&M, Turnkey Projects**
- Professional Services, Agency-  
**B2B Media Agency, Online Media, Publishing, Marketing, Advertising, Events**
- Holding Company Family Business, Group of Companies with diversified business-  
**Contracting, Construction, Ready-mix, Real Estate, Hospitality, Trading, etc.**

### HR OPERATING MODEL

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- Business Unit level
- Group level
- HQ Corporate
- Shared Services Center

### CROSS FUNCTIONAL EXPOSURE

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- Business Operations
- Accounting & Finance
- Information Technology
- General Management

## EDUCATION AND CERTIFICATION

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- **CIPD Advanced Certificate in HR Management postgraduate Level 7** (2016-2017)  
Chartered Institute of Personnel and Development, **CIPD, UK**  
(Sub: Performance Management 7PFM, Rewards Management 7RWM, Learning & Development 7DDE)
- **SHRM-SCP Senior Certified Professional** (2014-2015)  
Society for Human Resource Management, **SHRM, USA**  
(Sub: Strategic HR Planning, Talent Acquisition, Talent Management, & HR Services Delivery)
- **Master's degree Human Resources Management** (2012-2014)  
Bharathidasan University, India (*certified to MBA-HR with UK NARIC - United Kingdom*)
- **Advanced Diploma in HR and UAE Labour Law** (2010-2011)  
University of Dubai, Dubai, United Arab Emirates
- **Bachelor's degree Business Administration** (major in HR and Finance) (2004-2007)  
Vinayaka Missions University, India
- **Higher Diploma in Information Technology** (2003-2004)  
Department of IT Higher Education, MHRD, Govt. of India

## EMPLOYMENT HISTORY

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### REGIONAL HR MANAGER - Aug 2018 - presently working

**Rotary Engineering Pte Ltd**

**UAE (Dubai, Fujairah & Abu Dhabi) & Saudi Arabia (Jubail & Al Khobar)**

**Supporting new establishment in Qatar & Oman**

(Oil & Gas EPCC, Industrial Engineering, Contracting, Construction, Fabrication, Field Services)

Employees: 800+

Report: (matrix) 1) General Manager GCC region & 2) HR Director, Singapore

HR System: SAP HCM ECP, SAP SuccessFactors

### Job Role:

*Lead and direct the entire HR processes, functions, and employee lifecycle that develop and retain high-performing employees to achieve overall business strategy - including day-to-day HR operations, business HR support, talent planning, recruitment, selection, onboarding, payroll, compensation, benefits, HR documentation and reports, HR budgets and monitoring, performance appraisal, employees' administration, grievance, disciplinary action, compliance, labor law and regulations, separation and exit, HR policies and practices, etc.*

*Work with HQ-HR team on strategic initiatives to support the achievement and development of corporate HR strategy- including partnering with management, performance consulting, regional C&B review and designing, regional training and development programs (individual, team, skill-based), training effectiveness evaluation, internal and external HR audit, talent interventions (quality, diversity), change management and productivity improvement, engagement initiatives, development of policies and processes, system implementation, etc.*

■ **HR OPERATIONS MANAGER - June 2014 - Aug 2018**

**CPI Media Group, Dubai**

(Online Media, Publishing, Advertising, Business Events & Conferences)

Employees: 150 +

Report: Group COO based in Dubai & Director of HR, based in the UK

System: Salesforce & Tally ERP

■ **ASSISTANT HR MANAGER / HRIS LEAD - Jan 2010 – May 2014**

**Lootah BCGas - SS Lootah Group, Dubai & Q-Energy, Abu Dhabi**

(Oil & Gas – EPCC, Plant O&M, Field Services, Construction of Gas Distribution Networks)

Employees: 1500+ Report: HR Director

HR System: Microsoft Dynamics GP

■ **HR OFFICER (contract role) - Jun 2007 – Dec 2009**

**Consilium Middle East CME FZC**

(Oil & Gas, Power & Energy sectors, Industrial Engineering, Construction & Contracting)

Employees: 500+ Report: Senior HR Manager

HR System: Oracle HCM

**AREAS OF EXPERIENCE / KEY SKILLS**

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|---------------------------------------|--|
| • HRBP Operations & Services          | • HR Strategy & Planning                     |
| • Resourcing & Talent Acquisition     | • Manpower Planning (Projects)               |
| • Overseas Recruitment & Mobility     | • On-Boarding & Induction                    |
| • Offers and Contracts                | • Contract Staffing / Outsourcing            |
| • Employee Administration             | • Employment Changes                         |
| • HR & Internal Communications        | • Employee Relations, Discipline & Grievance |
| • HR Policies & UAE Labour Law        | • Project Site & Workers Camp Administration |
| • Visa Processing & PRO Support       | • MOHRE, AXS, DMCC portals                   |
| • SAP HCM & SAP SuccessFactors        | • HR System, Data & Records                  |
| • Payroll Processing & WPS            | • Attendance & Leave Management              |
| • Compensation & Benefits Management  | • Medical & WCI Insurance                    |
| • Salary Grading & Benchmarking       | • Rewards/Incentive Schemes                  |
| • Resignation & Termination           | • Final Settlement & Employee Exit           |
| • Restructuring & Redundancy          | • Training Needs & Training Delivery         |
| • Developing of Job Descriptions      | • Team Development & Coaching                |
| • Performance Consulting              | • Performance Appraisal                      |
| • Data Analytics & Reports            | • HRIS System Implementation                 |
| • HR Budgeting & Control              | • Financial (Cost/ROI) Analysis              |
| • ISO QMS Audit - Internal & External | • HR & Payroll Audit - Internal & External   |
| • Support for Talent & OD Projects    | • HR Projects & Process Improvement          |
| • Stakeholder Relations               | • Vendor Relations & Mgt.                    |
| • HR Events Management                | • Support for Project Costing & Tender       |
| • Office Administration               | • General Operations                         |

## CAREER HIGHLIGHTS

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- Created HR department plans (strategic, operation and commercial) to align with short- and long-term business plans.
- Developed and instituted new HR policies and procedures, reviewed existing HR policies and practices, and recommended solutions for higher efficiency.
- Fostered successful relationships with C-level executives and management to ensure superior employee relations.
- Spearheaded the implementation of HR digitization and automation system, HR system enhancement, to provide digital access to HR, HR data accuracy and real-time reports.
- Played a stellar role in workforce planning, manpower allocation for resource optimization; and restructured recruitment and onboarding procedures, which reduced recruitment cost, and ensured employee onboarding within the turn-around time.
- Associated with management on performance reviews, promoting a productive working environment, devising an appraisal method to enforce the performance culture to meet or exceed key performance objectives.
- Partnered with management on job alignment, salary structure, compensation and benefits matrix, and pay-for-performance methods that helped retention efforts, reduced attrition rates, and talent attraction.
- Redesigned A-Z payroll method, including payroll processing, payroll system enhancement, payroll disbursal, cost allocation, accrued entitlements, calculation of provisions, records management, reports, etc.
- Assisted management in the execution of various internal and external training programs to maximize knowledge transfer, productivity, customer service quality, and employees' tasks and social experience.
- Assisted people managers in talent identification, employee recognition, performance consulting, employee coaching, etc.
- Developed HR department budget, work plans, SOPs and SLAs, and ensured effective control plans and budgets spent.
- Independently managed HR operations, HR administration, payroll processing, HR & payroll audit - internal & external, HR budgeting & control, HR projects & process improvement plans, general administration, employees' facilities, visa processing, employee events, etc.

## PERSONAL INFO

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| ▪ Gender:          | Male  |
| ▪ Date of Birth:   | 19-August-1985  |
| ▪ Nationality:     | Indian  |
| ▪ Languages:       | English, Hindi, Malayalam, Tamil (basic) & Arabic (basic) |
| ▪ Driving License: | UAE Driving License & Car                                 |
| ▪ Visa Status:     | Freezone Employment                                       |
| ▪ Availability:    | 2 weeks   |