



# ABDUL WAHAB WALID AKHRAS

## HR & Admin Manager

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### OBJECTIVE

*Seeking Senior Managerial Assignment in HR & Administration.*

**Synopsis:** A dynamic, result oriented and focused professional with over 17 years of rich experience in Administration & HR management; strategic planning; HR development, employment and recruiting, employees' relations, training and development, compensation and benefits, labor law, organizational development. effective communicator with excellent interpersonal skills; confident and performance driven individual with commitment to the organization and the profession. Seeking to utilize experience, knowledge, and expertise to achieve goals of a progressive organization.

## WORK PROFILE

### DEVELOPMENT OF THE HUMAN RESOURCES DEPARTMENT

Oversees the implementation of Human Resources programs. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies. Oversees and manages the work of reporting Human Resources staff. Conducts a continuing study of all Human Resources policies, programs, and practices. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

### HUMAN RESOURCES INFORMATION SYSTEM HRIS

Manages the development and maintenance of the Human Resources sections. Utilizes Human Resources Information Software (HRIS) to the company's recordkeeping and management advantage.

### TRAINING & DEVELOPEMENT

Defines all Human Resources training programs. Provides necessary education and materials to managers and employees. Leads the implementation of the performance management system . Establishes an in-house employee training system that addresses training needs assessment, new employee orientation or onboarding, management development, production cross-training, the measurement of training impact, & training transfer. Assists managers with the selection & contracting of external training programs & consultants.

### EMPLOYMENT

Establishes and leads the standard recruiting and hiring practices & procedures necessary to recruit and hire a superior workforce. Interviews management- and executive-level candidates; serves as an interviewer for position finalists. Chairs any employee selection committees or meetings.

### EMPLOYEE RELATIONS

Formulates and recommends HR policies & objectives for the company with regard to employee relations. Partners with management to communicate HR policies, procedures, programs and laws. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of morale & motivation. Conducts investigations when employee complaints or concerns are brought forth. Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.

### COMPENSATION & BENEFITS

Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

### UAE LABOR LAW

Leads company compliance with all existing governmental and labor legal and government reporting Maintains minimal company exposure to lawsuits. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.

### ORGANIZATION DEVELOPMENT

Designs, directs a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.

Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys.  
Directs a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company.  
Leads a process of organization development that plans, communicates, and integrates the results of strategic planning throughout the organization.  
Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level.

### **SKILLS & ABILITIES**

Proactive leadership with positive attitude. Action oriented high initiative level. Analytical mindset. Quick decision making ability. Strong communication and interpersonal skill. Excellent relationship building ability. Problem solving skill. Adaptability to change in work environment. Ability to function under stress & pressure situations. Coaching, Complaints handling. Conflict Management. Customer Relationship Management. Employee relations. Focus on improvement. Interpersonal & Negotiation skills. People Management Skills.

### **CAREER HISTORY**

**Sharjah Engineering Consultants, Sharjah – UAE**  
Administration & HR Manager (April 2018 till date)

**FIXIT Solution Contracting LLC, DUBAI – UAE**  
Administration & HR Manager (August 2015 till April 2018)

**Al Mesbar Studies & Research Center, DUBAI – UAE**  
Administration & HR Manager (September 2013 till August 2015)

**CITY TRANSPORT, ABU DHABI, UAE**  
Administration & HR Manager (Nov 2010 till Dec. 2012)

**AMANA INDUSTRIES FZE, SHARJAH – UAE**  
Head of Administration & Personnel Dept. (Nov 2007 to Oct 2010)

**KANGAROO PLASTICS (MIDDLE EAST), DUBAI – UAE**  
Administration & Personnel Manager (Dec 2004 to Oct 2007)

**JUMEIRAH INTERNATIONAL LLC (HR GROUP OFFICE), DUBAI - UAE**  
Human Resources Coordinator (Sep 1999 to Nov 2004)

### **EDUCATION**

M B A (Business Administration) from Pacific Western University - USA (1998)  
B Sc (Business Administration) from Pacific Western University - USA (1997)

### **PERSONAL DETAILS**

- Date of Birth: 01 Mar 1968
- Place of Birth: Homs - Syria
- Languages known: English and Arabic
- Nationality: Syrian
- Marital status: Married

### **CONTACT DETAILS**

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**“References will be provided on request.”**