

## CURRICULAM VITAE



MOHD SHAJIUDDIN MUKARRAM  
E-mail: mohdmukarram82@gmail.com  
Mobile: +971 55 5388204  
DUBAI, UAE

---

### Summary:

12+years of extensive experienced in spearheading HR generalist functions, defining and implementing HR strategies, organization development, training and worker welfare & Employee Relations within local and multinational organisations in UAE. Also I am known and trusted for my knowledge of the UAE Labour Law and seeked out for advice and guidance relating to generalist HR knowledge.

### Education:

- Master's in Business Administration (M.B.A.) with Human Resource and Marketing from Osmania University, Hyderabad, India.
- B. Com from Osmania University, Hyderabad, India.
- Intermediate (C.E.C) from Board of Intermediate, Hyderabad, India.
- S.S.C from St Joseph's high school, Hyderabad India.

### UAE Work Experience:

Name of Company:	AF Construction LLC (formerly known as Al-Futtaim Carillion LLC)
Date of joining:	8 March 2008 – current
Job Title:	HR Advisor (Employee Relations & Engagement)

### Responsibilities Summary:

- Worked as HR Advisor; Supported human resource Generalist functions for the business unit, including training and on-boarding, performance management, retention& development and benefits
- Designed and implemented a holistic HR Strategy to meet short & long term business challenge with focus on following key areas such as public relationship, employee engagement, Induction of all new staff & workers including explaining UAE Employment Rights to new joiners.
- Managing all staff & labor relations matters across the business (approximately 3,000+ staff & workers)
- I am responsible for communicating to all staff & workers in a timely manner, often via Toolbox Talks, regarding all matters that affect our workers' wellbeing, working conditions and contractual terms.
- The role supports all Employee Relations responsibilities to ensure the ER and Worker Welfare Manager (Snr. HR Business Partner) is informed about-, consulted on- and supported in a manner that allows the Snr. HR Business Partner to report, advice and escalate matters to and from the HR Director and/or Senior Leadership Team.
- Confidential case management including the logging of all grievances and disciplinary cases.
- I am a known and trusted member of the company's Worker Welfare team, also known as People Forum committees.
- As a key member to the EXPO2020 Worker Welfare team I am responsible for ensuring workers are treated in accordance with policies and procedures relating to the EXPO2020

Assurance Standard and internal AFC policies and processes. I am the first point of contact and often have to make decisions based on best practice.

- Trained as internal EXPO2020 Worker Welfare Auditor (able to conduct FULL EXPO2020 Audit and follow-up any non-compliance issues with subcontractors in a professional manner to ensure compliance with the Assurance Standard)
- Preparing and issuing redundancy/Termination to all staff & labor whenever required.
- Reporting & Co-ordinate with HR Director, Snr. HR Business partner, HR Resourcing manager, HR Learning & development manager, HR Payroll manager & HR Operations manager.
- I was employed as an Assistant Manager on two AFC projects (Al Bahr Towers, Abu Dhabi in Abu Dhabi and Yas Marina Hotel) managing between 2,500 and 5,000 employees respectively.
- I was employed as an HR Welfare Officer on One AFC project (New York University in Abu Dhabi) managing between 5,000 to 7,000 employees respectively.

#### Achievements:

- Nominated for EXPO2020 Better Together Award in 2018 for my contribution towards Worker Welfare on Expo.
- Received values award for 'Professional Delivery' in 2013. An extract of the values nomination form follows:
  - "Exceptional delivery as recognised by clients representative (Mott MacDonald) and Project Managers (EC Harris) in arranging and conducting operative interviews to validate AFC compliance with the supplementary Specification."
- Received a 2<sup>nd</sup> values award for 'Collaboration and Mutual Dependency' in 2013. An extract of the values nomination form follows:
  - "The NYU Values Action Team was put together only one week prior to the commencement of values week. All members were active and engaged with each other to deliver a variety of successful values week initiatives and activities on the project supporting both each other and the wider team throughout whilst carrying out their day jobs"
- Received values award for 'mutual dependency' in 2012 (New York University). An extract of the values nomination form follows:
  - "Mukarram works tirelessly during the whole year and is the focal point between Operatives at the camp and NYU management. Mukarram is part of the Values committee on NYU and worked with the Values Champion, NYU Management, Camp Management and others to ensure that the workers were fully engaged in Values Week. Mukarram organised camp activities for Values Week and ensured invitations were sent to other Abu Dhabi projects. He was instrumental in making sure that the evening was a success and his enthusiasm made it enjoyable for all. Mukarram also attended the events organised on site in addition, worked with everyone to ensure that it was a success. His enthusiasm and hard work exemplifies the meaning of Mutual Dependency."

#### Personal Profile:

Name : MOHAMMED SHAJIUDDIN MUKARRAM  
Date of Birth : 19-07-1982  
Gender : Male  
Nationality : Indian  
Marital Status : Married, 2 children  
Languages Known : English, Hindi & Urdu .  
Valid UAE Driving License (Automatic): Expiry date 26/07/2021

#### References:

- On request