

ABDULRAZZAK ALRAES

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WORK EXPERIENCE

- **Human Resources Manager , Elements Global Services , Dubai , United Arab Emirates**(Jan 2019 to Present)
- **Human Resources Manager , Elements Global Services , Dubai , United Arab Emirates**(Jan 2019 to Present)
- **Human Resources Manager , Moby Media Group , Dubai, United Arab Emirates**(Jan 2017 to Jan 2019)
- **HR and Administration Manager , Parkway International Construction , Dubai, United Arab Emirates**(Jan 2016 to Jan 2017)
- **HR Global Mobility Manager , Honeywell International Middle East , Dubai, United Arab Emirates**(Jan 2008 to Jan 2016)
- **HR Operations Manager , OSN - Orbit Showtime Network , Dubai, United Arab Emirates**(Jan 1996 to Jan 2008)

EDUCATIONAL BACKGROUND

- **Damascus , Damascus , HR and Business Administration , 1992, HR and Business Administration**
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SKILLS

- **hr department start-up**
- **recruitment and hiring**
- **onboarding**

- offboarding
- hr policies and strategy
- (hris)
- legal & statutory compliance
- training and development
- performance management
- visa and immigration
- grievances and manpower
- leadership and navigation
- global and cultural effectiveness
- employee relationship-building
- communications
- compensation & benefits
- employment law
- career development
- project management
- job evaluation
- organizational development and hr budget
- hr department start-up
- recruitment and hiring
- onboarding
- offboarding
- hr policies and strategy
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- legal & statutory compliance
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PERSONAL BACKGROUND

- **Birthday:** - 1970-01-17