

## Abdul Rahiman D.A

**MBA (H.R), M.SC, CHRBP, CCBM, CRM, CPCD, CODA.**

Date of Birth: 2<sup>nd</sup> May, 1989

Mobile: +971(52)9765985 E-mail:ashifderjal@gmail.com

Available Immediately



### Career Objective ■ ■

Greatly interested in a commercially challenging career, to achieve excellence in my career and also to contribute my best to the organization and aid the company in reaching its pinnacle success.

### Strengths

- 9+ years of Gulf Experience
- Expertise in Employee Relationship
- Fastidious with keen eye for details
- Strict Compliance to Set Policies & Standards
- Expertise in HR and Admin
- Expertise in PRO/Govt Related Works
- Forecasting – Budgeting - Costing – Auditing
- Solid Management & Leadership Abilities

### Career Snapshot ■ ■

#### HRBP, General International Group Dubai UAE

General International Group (GIG); is an ISO 9001:2015 certified engineering solutions provider with more than thirty-eight years of experience. A group of prestigious organization with staff count of **2000 plus** We aim to demonstrate our engineering abilities and product range offered within our areas of focus.

We make sure to utilize state-of-the-art tools & tech, to be applied across our services offered in Fire Protection, Security & ELV, Water Treatment & Facilities Maintenance. In order to effectively adapt to changes and to apply technology to retain a competitive advantage.

Jan-2021-Present



#### HR and Admin Manager, Arman Group Dubai, U.A.E

The Arman Group is a multi-disciplined business with three dedicated subdivisions which all serve the building and construction sector in Dubai, Sharjah and Abu Dhabi

We have been in business for more than 25 years and have built a worthy reputation as one of the regions' best construction companies. With offices in Dubai, Sharjah and Abu Dhabi, we are well placed to cover the entire United Arab Emirates.

A group of prestigious organization with staff count of 900 plus a totally managed (Arman Contracting LLC Al Madar Metal & Aluminum Construction Factory, Arman Electrical Contracting LLC.

Mar.2015 - Dec 2020



#### HR and Admin Assistant Manager, AL KHAJA GROUP, Dubai, U.A.E.

A group of prestigious organization with staff count of **2000 plus** ( Food and Beverages: Hatam Group of Restaurants, Al Safeer Group of Restaurants, Gloria Jean's Coffees, Modern Ice Cream and Esfahan Restaurant. Retail Divisions: Paris Hilton, Sacoche Trading, Alviero Martini, Plus It, Elle boutique, Sport Fashion, Opera accessories and First Lady Trading. Manufacturing & Interior Decorations: Contrast Constructions)

Nov. 2012 – Feb.2015



#### HR and Admin Manager , National Plywood Industry, Mumbai, Maharashtra

A well-reputed manufacturing industry in the field of various Plywood materials.

June 2011 – Sept 2012



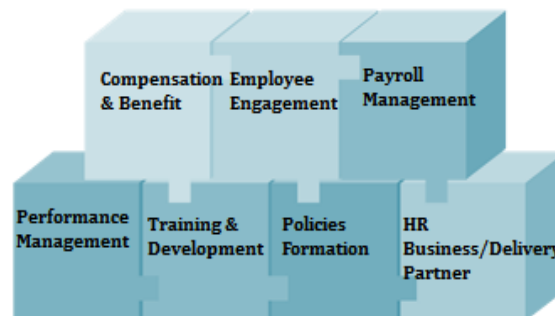
### Areas of Expertise ■ ■

#### Manager - H.R. & Administration with rich and years of experience in:-

Payroll Management	HR Generalist /Management	Training & Development
Compensation & Benefits	Employee Relations	Performance Appraisal
Policies Formulation	Recruitment	General Administration
PRO/UAE Govt Related Works	HRBP	Organisation Development

- Possess sound knowledge of U.A.E. Labour Laws, DMCC/ JAFZA free zone rules, regulations and procedures and awareness on ISO QMS audits, procedures and internal control audits and Risk Register.

- Rendered counsel in design of “Compensation and benefits structure” to develop and administer the “Grading / point plan” in compliance with Federal & Local laws and in accordance with company policies and Procedures.
- Proficient in conducting screening / conducting initial HR interviews of prospective candidates & scheduling technical interview with Business Heads.
- Expertise in gauging the effectiveness of recruitment & selection process by conducting Employee Satisfaction Surveys (ESS)
- Experienced in ensuring the development & consistent application of HR/Admin policy, recognition & reward and HR standards across the division.
- Mapping skills required for different roles and analysis of the existing level of competencies and identifying different training needs.
- Skills in maintaining documentation and controls for all HR, Administration, payroll related activities, procedures and serving as the main contact for all HR/Admin & Payroll related issues.
- Proficient in supervising & managing the HR functions of mergers/acquisitions and reductions in force including employee communications, severance administration, employee relations & unemployment.
- Sound working knowledge of all current employment law.
- Sound working knowledge of operational HR issues.
- Experience of interacting with all levels of management.
- Providing advice and support in complex recruitment case
- Capable to delegate and supervise various accounting works assigned to staff and providing necessary guidance and instructions to meet deadlines and achieve needed result.
- Thorough knowledge in WPS system as per U.A.E. Labour Law



### Proven Job Role ■■

#### **HRBP, General International Group UAE**

- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Maintaining a salary plan by
  - Scheduling and conducting evaluations.
  - Recommending, planning, and implementing pay structure revisions.
- Ensuring that planning, monitoring, and appraisal of employee's effective results by
  - Training managers to coach and discipline employees
  - Scheduling management conferences
  - Hearing and resolving employee grievances.
  - Counseling employees and supervisors
- Maintaining employee benefits programs and informing employees of benefits by
  - Recommending benefit programs to management
  - Obtaining and evaluating benefit contract bids
- Ensuring legal compliance by
  - Monitoring and implementing applicable human resource UAE requirements.
  - Conducting investigations and representing the organization at hearings.
- Maintaining organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintaining historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completing human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintaining human resource staff by recruiting, selecting, orienting, and training employees.
- Maintaining human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Participating in executive, management, and company staff meetings and attending other meetings and seminars.
- Developing and administering programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Establishing HR departmental measurements that support the accomplishment of the company's strategic goals.
- Leading the development of department goals, objectives, and systems. Providing leadership for Human Resources strategic planning.
- Conducting a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Contributing to team effort by accomplishing related results as needed.

## **HR and Admin Manager, ARMAN GROUP DUBAI U.A.E.**

### **Human Resources.**

- Guiding the Project and Maintenance approval from Dubai and Sharjah Municipality.
- Controlling PRO Petty Cash and HR Budget.
- Guiding the PRO Works Likes, Dubai Land Department approvals and RTA Approvals for Projects.
- Maintaining organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Overseeing the full recruitment cycle, in particular contract preparation.
- Providing specialist information and guidance to employees and managers on HR policy and practice and employment law.
- Managing the annual salary review process for the company.
- Promoting equality and diversity in the recruitment process.
- Ensuring that all company policies and procedures are up to date in line with current employment law.
- Supporting supervisors to ensure the success of their teams.
- Controlling costs and ensuring that they do not exceed budgets.
- Managing pay-roll operations.
- Advising on staff promotions.
- Processing immigration paperwork for work permits.
- Assisting with day-to-day HR related questions.
- Conducting interviews and reference checks on job applicants.
- Keeping up to date with legal developments.
- Investigating disciplinary and grievance matters.
- Developing HR policies.
- Planning, and delivering, training, including inductions for new staff.
- Dealing with recruitment agencies.
- Dealing with site Employee site and medical insurance.
- Dealing with subcontract.
- Dealing labor and staff accommodation.

### **Administrative**

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for reception, establishing policies, procedures, and work schedules.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Writing reports, business correspondence, and procedure manuals.
- Dealing with all type of insurance brokers.
- Coordinated with pro for Government related work, like license renewal. Municipality cards renewal, emigration card etc.

## **HR and Admin Assistant Manager, AL KHAJA HOSPITALITY (LLC), Dubai, U.A.E.**

- First point of contact for employees for time, attendance, and payroll
- Leaves and Attendance Management
- Preparation of full and final end of service settlement for employees as per UAE labour law
- Handling Employee Database (Both in Soft Form and File Management)
- Implementation and maintenance of filing system (Both Manual & Computerized)
- Issuance of Salary/Service certificates based on employees' request.
- Processing of backup reports after data entry
- End to end processing of selected (weekly, fortnightly and monthly) payrolls
- On-going maintenance of payroll system and leave planning system ( If applicable)
- Liaising with staff and management on payroll related queries
- Maintenance & Calculation of annual leave, emergency leave, sick leave, LSL provisions/accruals and overtime reports
- Interpreting awards/agreements and contracts in relation to overtime, shift allowances etc.
- Calculation and settlement of termination payments
- Assisting Finance Manager with month end consolidation, reconciliation and payment of payroll
- Maintenance of various payroll records such as time card sheets, automatic bank deposit authorizations, payroll journals and ledgers, making required adjustments through established procedures
- Preparation of salary and wage payrolls including deductions, accruals and the issuance and processing of time cards

- Involving in recruitment process
- Dealing with recruitment agencies
- Advising employees and helping them make informed decisions about their careers.
- Conducting pre-employment background checks on prospective employees.
- Managing general administrative activities
- Dealing labor and staff accommodation.

## **HR & Admin Manager, National Plywood Industry, Mumbai, Maharashtra**

### **Human Resource Management**

- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Identifying training needs, preparing training calendar, scheduling and arranging training programmers and preparing comprehensive reports for the Management.
- Maintaining leave records of staff, processing leave encashment papers, etc; involved in filing of returns, remittance of contribution in respect of PF, ESI, etc.

### **General Administration**

- Managing general administrative activities like courier and dispatch management, housekeeping activities etc
- Updating and editing clients / prospective client's data base in co-ordination with the business head and other Senior Managers.
- Handling petty cash and submitting vouchers along with bills to head office.
- Scheduling meeting and arranging logistic / other materials that may be required for the meeting.
- Sourcing of office equipment's and their upkeep; assigning & renewing Annual Maintenance Contracts after conducting effective vendor rating review.

## **Educational Qualification ■**

<b>Bachelor of Commerce with Accounts and Tax,</b> Canara First Grade College, Mangalore (Mangalore University)	<b>2009</b>
<b>MBA ( H.R &amp; Finance.),</b> Srinivas Institute of Management Studies, Mangalore (Mangalore University)	<b>2011</b>
<b>M.Sc. in Productivity and Innovation at</b> Grimsby institute of Further & Higher Education UK -	<b>2010</b>
<b>Certified HR Business Partner (CHRBP)- Middle earth HR</b>	<b>2019</b>
<b>Certified Compensation and benefit Manager(CCBM)- Middle earth HR</b>	<b>2019</b>
<b>Certified Recruitment an Manager(CRM)- Middle earth HR</b>	<b>2020</b>
<b>Certified Performance and Competency Developer(CPCD) - Middle earth HR</b>	<b>2020</b>
<b>Certified Organization and Development Analyst(CODA)- Middle earth HR</b>	<b>2020</b>
<b>SHRM Senior Certified Professionals –SHRM SCP (Pursuing)</b>	<b>2020</b>

## **Professional Program's ■■**

- Participated in SAMYUKTA-2010 "A Campus to Corporate Program" held at Srinivas Institute of Management Studies
- Actively participated in MANEGMA -2011 National conference on CORPORATE INDIA.

## **IT Skills ■■**

- Well versed in customized accounting packages: Tally, EzyBusiness, Build Smart
- Well versed in customized HRMS packages: Zoho People, Build Smarts HRMS, Customized HRMS Etc
- Proficient in MS Office (Word, Excel, Outlook, Microsoft outlook), E-mail & Internet applications.

## **Personal Details ■■**

Nationality	: Indian
Gender	: Male
Marital Status	: Married
Visa Status	: Employment Visa
Languages	: English, Arabic, Hindi, Kannada, Tamil & Malayalam (Mother tongue)
Driving License	: Possess valid U.A.E. Light vehicle driving license