

Dear Recruiting Manager,

I am a qualified HR Manager, Payroll Officer and Operations In-charge with **Construction, Engineering, Automobile and Telecom** industry experience gained in the United Arab Emirates. I have an excellent knowledge in all the verticals of Human Resources and I am well experienced in the **U.A.E. Labour Law and Commercial Federal Laws**.

I have over **13 years** of professional HR experience where I worked directly with the regional heads and management teams and partners to provide HR best practice advice on the full employment lifecycle and to ensure critical people processes are effectively and efficiently undertaken in accordance to the relevant policies and procedures.

I am well versed in **Employee relations and administration, Compensation and benefits, Balanced scorecard performance management system, Policies and procedures, Employee grievances, Job rotation, Learning and development, Payroll cycle, UAE Pension Calculation, Talent acquisition and retention** and also well aware of **handling oil and gas site requirements with FLS / CICPA protocols**.

Expertise in handling office management tools like MS office and applications like **Microsoft Dynamics AX, HRMS, ERP, SAP and Oracle** softwares.

I enclose my CV in application for Human Resources, Admin and Operations role for your perusal.

Thank you for your time.

Yours faithfully,

Shamim Farid



M.A.F. SHAMIM FARID

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~Human Resources Management~

SYNOPSIS

An accomplished professional with **13 years** of cross functional experience with well-known organisations across the verticals of Recruitment, Compensation and Training. Proficient in managing & leading teams for future oriented success through strong training & motivation techniques and experience in designing concrete policies and procedures for creating an excellent work atmosphere.

Adroit in managing skills, motivating team and experience in implementing competent strategies towards enhancing performance retain human resource. Ability to understand and grasp the complexity of grievances related to employee's relation and find solution within the framework of legal compliance. Career history characterized with consistent success in new trends and progression to positions with greater responsibilities.

ACADEMIC CREDENTIALS

- 04-06** MBA specialized in HR & Marketing from University of Madras, India.
98-02 Bachelor of Engineering in Computer Science from Madurai Kamaraj University, India.

CERTIFICATION

- 2009** ISO 9001:2000 Awareness Training held on Belhasa Projects LLC, UAE, Dubai.
2009 Training and Workshop for setting up Smart Objectives, Strategic Planning, Continuous Improvement and Key Performance Indicators held on Belhasa Projects LLC, UAE, Dubai.
2006 Certificate on Research Approach held on University of Madras, Chennai, India.

EMPLOYMENT RECITAL

Since Jun'19 to May'20

Zero Five Zero Telecom

Deputy Manager Human Resources

- Responsible for complete recruitment cycle and champion the on-boarding process, ensuring the process is up to date and in high quality, providing clarity and connection for all employees to understand their role in relation to the overall vision.
- Responsible for updating Job Descriptions for new and existing positions by coordinating with department managers.
- Responsible for the placement of recruitment advertisements, CV screening and set up of interviews.
- Partnering with senior management to identify business led HR solutions that deliver strategic change and providing solutions on both people and organisational issues.
- Responsible for the compliance of all in-house HR activities according to local legal requirements and all the policies and regulations.
- Formulate, implement & regularly review/amend HR policies, practices & procedures to ensure effective management of human capital in line with corporate policy, market practices & labour laws.

- Computing and coordinating with other departments for monthly payroll inputs to process staff salary, pension and end of service settlements to ensure timely payment in WPS before cut-off.
- Communicating with new joiners and PRO's to collate documentation and ensure new employee visa process is completed.
- Consolidating Time and Attendance report for payroll commutation process and for disciplinary review.
- Ensuring employees are added/removed from company medical insurance policies in a timely manner upon joining and resignation.
- Managing exit process for employees leaving the company. Computing final settlement, conduct exit interviews, collate documentation required for visa cancellation, collect company issued documents/ access cards etc.
- Overseeing Performance Management System in line with Company's action plan to set KPI's for employees to achieve their department and organization goals. Monitoring and evaluating the performance of talented employees and implementing appropriate retention strategies to minimize the staff turnover rates.
- Ensuring all Probation and Annual performance reviews are completed on time by all managers in timely manner. Supporting departments in the development and delivery of strategic HR plans to fit with the overall business direction.
- Conducting surprise visits to sites and camps to interact with all employees on projects as a means of work climate monitoring and doing a pulse check on employee satisfaction.

Jun'14 to May'19

Orient Motors LLC flagship of Al Qassimi Group

Assistant Manager Human Resources

- Designed an employee engagement strategy that improved morale, retained talent, and business continuity through multiple changes with the executive leadership team.
- Designed, authored, and implemented HR processes and policies, eliminating existing liability and exposure.
- Served as strategic adviser on all departmental restructuring, workforce planning and business realignments.
- Managing all legal policy, contractual and procedural practices of the organization in line with the U.A.E Law and Trakhees Free Zones regulations.
- Developing strong working relationship with a wide network of international and local professional consultants, agencies, governmental officials, organizations and client representatives.
- Supervising and supporting employee relations' team in providing professional advice and guidance to internal customers, attempts to negotiate resolutions of problems outside the formal grievance process and conducts any required research to ensure accuracy of allegations.
- Handling oil and gas site passes (CNIA) for onshore and offshore operation for the region Takreer, Ruwais, Borouge, Zadco and ADMA etc., and well aware of procedures to apply individual and vehicle passes.
- Interpreting company rules, regulations, policies and procedures, ensures their effective implementation and oversees the development of policy and procedure improvements in order to ensure the ongoing development of HR provision and standards.
- Conducting detailed salary surveys, analyzing data, determining problem areas and preparing documentations of findings for submission to Head of HR and GM of the business unit.
- Assisting with ongoing new projects and monitoring FLS protocols.
- Managing the monthly payroll cycle and monitoring employee payments including expense reimbursements and salaries are disbursed through WPS.

Apr'13 to Apr'14

Transguard flagship of Emirates Group Security

**Human Resources Consultant
(Temporary Contract)**

- Working in partnership with business partner, directors, senior and middle managers, as an integral member of the management team to provide strategic and operational HR guidance and delivery of HR services, and solutions to the business to ensure growth into the region.
- Performing searches for qualified candidates according to relevant job criteria, databases, networking as well as internal referrals, and drafting job descriptions and identifying core competencies required for the positions.
- Reviewing all interview materials and monitoring hiring practices to ensure supervisors are selecting or rejecting applicants in conformance with legal requirements and department policies.

- Collaborating and influencing stakeholders within recruiting, Human Resources and the business segments. Foster trust in relationship and collaboration in work products.
- Assisting HRBP in monitoring and reporting on patterns/trends in the workplace and providing basic explanations of processes, policies, programs and tools to clients. Proactively initiates change;
- Maintaining organization of staff by establishing a recruiting, testing and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews, recommending changes.
- Identifying, diagnosing, and working with HRBP to address key workforce issues such as retention, employee engagement and performance issues; taking action to close gaps, working with top management and others as needed.
- Planning, organizing and working with HRBP for a wide range of training activities in order to rank and file workers, maintain and improve their skills, and prepare for jobs requiring greater skills.
- Communicating factually based/information. Maintaining strict confidentiality on all subjects; ensure integrity of data entered into system by self, staff and project teams as assigned.

Jul'10 to Mar'13

Jangho Group International

Human Resources Manager

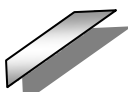
- Designing and developing of HR policies compliance with UAE Labour Law to contribute corporate policies.
- Developing the HR team to ensure the provision of a professional HR service to the organization. Manage a team of staff responsible for mentoring, guiding and developing them to achieve higher goals orienting with career management.
- Providing active support in the selection of Recruitment agencies which meet the corporate standard. Ensure Corporate Branding in recruitment webs and advertisements.
- Developing, refining and fine-tune effective methods for selection to ensure the right people with the desired level of competence are brought into the organization.
- Preparing information and input for the salary budgets. Ensuring compliance to the approved salary budget; give focus on pay for performance and salary benchmarks where available. Ensuring adherence to corporate guideline on salary adjustments and promotions. Coordinating increments and promotions of all staff.
- Analysing statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Expert knowledge in handling government department works for license renewal, amendment etc., and well known with procedures of all government works.

Jan'07 to May'10

Belhasa Projects LLC (UAE- Dubai)

Human Resources Officer

- Updating new employee hiring with assigned staff number and entering in the HR payroll system.
- Monitoring employee attendance to compute exact monthly salary with absenteeism rate.
- Informing the Accounts department if any deductions in the employee salary.
- Monitoring new employees visa procedures, visa renewals, and medicals without any delay and penalties.
- Handling employee's health insurance issues and medical claim issues.
- Monitoring all the employees leave status in order to find out if there is any absconding or not.
- Applying and cancelling of petrol cards for site staffs by following right channel.
- Coordinating with PRO's for the new visa application, renewals, cancellation and cash request for the visa queries.



PERSONAL DOSSIER

Date of Birth	:	27 May 1981
Nationality	:	Indian
Languages Known	:	English, Hindi, Tamil, Arabic and Malayalam
UAE Driving License No	:	776185 (Light)
Notice Period	:	Will join immediately
Visa Status	:	Cancelled Residence visa