

# SHAMID MOHAMED

Abu Dhabi – United Arab Emirates

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## HR EMPLOYEE RELATIONS | RECRUITMENT & SOURCING | ON-BOARDING | OFFICE ADMINISTRATION

### CAREER ASPIRATIONS

To pursue a challenging career in a progressive organization that utilizes my capabilities as an experienced, well-organized, self-confident individual and effective communicator who can work in diverse environments and achieve goals by managing and motivating others to pursue company objectives.

### PROFESSIONAL OVERVIEW:

- ❖ 23+ years of overall experience across Oil & Gas HR Management, Recruitment and Administration.
- ❖ Sound knowledge in HR administration, strategic analysis, employee relations, recruitment and office administration.
- ❖ Facilitated the development of HR policies and procedures.
- ❖ Enthusiastic, determined and commercially astute with strong desire to succeed. Consistently presented a distinguished profile complimented by a professional demeanor and a positive "can-do" attitude.
- ❖ Excellent communication and influencing skills, leadership, negotiation, dispute resolution, conflict management and motivational skills.
- ❖ Proficient in Oracle HRMS - Employee Relations / Recruitment & SAP Success Factors

### EMPLOYMENT HISTORY

#### ADNOC Onshore, Abu Dhabi - UAE

21<sup>st</sup> October 2007 to 30<sup>th</sup> June 2021

(Formerly known as Abu Dhabi Company for Onshore Petroleum Operations Ltd. (ADCO))

#### Career Trajectory:


19<sup>th</sup> September 2018 to 30<sup>th</sup> June 2021


#### Officer, Recruitment & Sourcing (*Through Contracted Manpower*)

##### ▪ Selected Career Highlights / Job Profile:

- Carried out internal and external sourcing process to collect, short list and review applications with the line managers and secured final interviews for assessment and selection of the appropriate candidates.
- Defined policies and followed the best practice in areas of sourcing and recruitment by applying latest trends, methods and strategies used globally in alignment to Group HCs processes and policies.
- Worked jointly with the line functions to identify company-wide staffing needs/manpower demand in each Department/Division and ensured that critical positions for the organization are filled.
- Implemented recruitment strategy and proposed enhancements based on the trends related to recruitment in the oil & gas industry, and incorporated these trends into the strategy where appropriate.
- Implemented creative recruitment solutions to attract the appropriate level and quality of staff; organized recruitment campaigns as per approved plan.
- Planned, conducted and participated in candidate interviews, along with interview panel, to verify and explain terms/conditions and benefits related to Company's employment to the candidates.

- Prepared initial offer for selected candidates; negotiated and convinced them to accept the offer.
- Assessed the professional competency of local & international recruitment agencies; established strong working relationships and recommended suitable agencies as per their specialization & quality of services provided.
- Scheduled follow up and arrangements with the new hire On-Boarding and mobilization.
- Prepared annual cost estimation of agency contractors in alignment with policies and Manpower Framework Agreement and obtain necessary approvals.
- Handled the administration affairs of contracted manpower (through agencies) and related activities

 **Human Resource Coordinator** - 01<sup>st</sup> October 2011 to 30<sup>th</sup> November 2017

 **Human Resource Assistant** - 21<sup>st</sup> October 2007 to 30<sup>th</sup> September 2011

▪ **Selected Career Highlights / Job Profile**

- Improved efficiencies and spearheaded transitions by reengineering roles and auditing/improving HR processes. Facilitated policy compliance and drove performance through auditing workflows, counselling employees, coaching HR UAE Nationals, conducting HR Awareness Sessions, and supporting new recruits with orientations.
- Reduced costs by auditing employee packages, services, benefits, and HR processes; delivered recommendations.
- Elevated efficiencies by supporting HR Asset Team in accurately drafting correspondence and updating statistics. Initiated policy reviews based on feedback from HRD customers, industry, and labor law developments.
- Updated employee personal details / verifying the missing data and processing of employee benefits due to social status change. Manage all types of leaves Process; Compassionate, Escort, Sick Leave, Special Event Leaves etc. Manage processing of employee entitlements and allowances such as Car Loan, Education Assistance, Furniture Allowance and Work Related payments etc.
- Ensured accurate and timely preparation of all administrative details related to employees termination of service. Includes preparing/checking final settlements calculation, issuing repatriations letters, initiating the preparation of individuals leaving reports; supplied reference letters and guiding all outgoing employees with the procedures on repatriation.
- Liaised with Medical Department regarding pending medical cases including investigating employee's complaints, provide guidance to employees in processing their medical claims. Controlled the administration of personnel matters related to deceased employees or employees declared medically unfit for continued service. Includes liaising with Medical Department to verify medical unfitness and initiating termination process.
- Investigated and handled disciplinary cases, prepared case briefs, investigated breaches of discipline and advised line management on routine employee relations matters. Counselling line management and employees on industrial relations matters, listened to individual and/or collective grievances and coordinated with line supervisor concerned for appropriate solutions, referring the more difficult cases to his supervisor for resolution.
- Reviewed personnel procedures in the light of practical application and experience as applicable to employees working in assigned location and recommended appropriate amendments to ensure improved application. Liaised with HR Division on interpretation of personnel policies to ensure uniform application throughout Company operations.
- Participated in training and developing assigned UAE national employees. Included assessment of employee training and development needs, the preparation of structured

development/familiarization programs, monitorization and reportage on progress and counselled employees as required.

- Checked data entry to computerize personnel records; answered queries; cooperated with local authorities regarding locating employees and verified employment and supplying information, as required.
- Audited ER Processes and recommended areas for improvement. Conducted awareness sessions for employees on Policies & Guidelines and paved way for an effective two-way communication by understanding customer needs.
- Assisted HR Team Leaders in arranging Employee Awareness Sessions and regularly participated in such sessions.
- Attended meetings with divisional managers related to HR issues & organizational requirements.
- Assisted and provided all support to the new recruits upon their arrival at the field and provided orientation

Khartoum Trading Est. Dubai - United Arab Emirates

Position Held: **Office Assistant**

- April 2006 to December 2006

Mashreq Exports & Trade Links, Tellicherry, Kerala - India

Position Held: **Administration In-Charge**

- July 1997 to September 2005

Grand Stores, Abu Dhabi, U.A.E

Position Held: **Sales Representative** – Apparels Dept. & Toys Dept.

- December 1995 to May 1997

Zakum Development Company (ZADCO), Abu Dhabi, U.A.E.

Position Held: **Administration Assistant** – HR Studies Dept.

- August 1994 to August 1995

Abu Dhabi Co-operative Society, Abu Dhabi, U.A.E.

Position Held: **Data entry operator**

- May 1994 to July 1994

- **Proficient in Office Administration:** Coordinated office activities and operations to secure efficiency and compliance to company policies. Supervised administrative staff and dividing responsibilities to ensure performance. Keep stock of office supplies and place orders when necessary

#### ACADEMIC QUALIFICATION:

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- **Master of Arts (MA) Degree in Anthropology – 1993**
  - Specialization in Socio Cultural AnthropologyUniversity of Calicut, India
- **Bachelor of Arts (BA) degree in Philosophy (Main) - 1991**  
University of Calicut, India

#### PERSONAL DETAILS:

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Personal: DOB: 08<sup>th</sup> October 1969 – Married - Indian

Languages: English, Hindi, Urdu and Malayalam

#### REFERENCE:

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- Mrs. Bakheeta Al Mansouri – Manager, Talent Acquisition (ADNOC Onshore) - [bmansouri@adnoc.ae](mailto:bmansouri@adnoc.ae)
- Mr. Bader Al Mazrouei - TL, ER Support (ADNOC Onshore) Email: [bralmazrouei@adco.ae](mailto:bralmazrouei@adco.ae)
- Mr. Saif Al Ameri – TL, Recruitment & Sourcing (ADNOC Onshore) - [saalameri@adnoc.ae](mailto:saalameri@adnoc.ae)