

ABDULRAZZAK ALRAES



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United Arab Emirates



English and Arabic

EDUCATION

Bachelor's degree – Damascus University

CORE COMPETENCIES & 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

ACHIEVEMENTS

Reduced new hire processing times
Designed employee benefit programs
Emiratization / Localization planning
Implement work from home policy to reduce unnecessary usage of PTO
Initiated the atomization HR records and database by migrating to new HR system

PROFILE

Human Resources Manager with over 18 years' experience in several areas of HR function working with international strategy across the Middle East and Europe in Oil & Gas, Energy, HR Global Services, Construction, Media & Pharma industries. Specialties experience in HR Policy, Designing, Recruitment & Selection, Appraisal, Team Management, Reward & Recognition, Employee Engagement, HR strategy, Payroll, Performance Management, County Labour Law and Job Analysis.

PROFESSIONAL EXPERINACE

Elements Global Services

Human Resources Manager

Sep 2019 – Present

Lead the Middle East HR, recruitment, on-board and off-boarding, performance management, payroll, overseeing transactions related to employment lifecycle, training, employee relations, disciplinary, grievance, redundancy, HRM Systems compensation, employment law and compliance, and HR policies
Bridging management and employee relations by addressing demands, grievances or other issues
Work with the Global Mobility and Admin team in obtaining all visas and licenses and completing PRO assignments in accordance with Service Level Agreements
Ensure that Clients services operations are compliant with local/corporate audit and internal control requirements, as well as local labour regulations
Develop HR strategies and initiatives aligned with business strategy
Plan and direct a group of individuals within an organization & supervise those individuals to ensure that business operations are running efficiently
Providing advice and guidance on the interpretation of HR policies
Reviewing job descriptions for all positions at regular intervals & updating them
Lead the recruitment management, change management and performance

MOBY Media Group

Human Resources Manager

Dec 2017-Sep 2019

Responsible for on-boarding and off-boarding, recruitment, manpower planning, HR policies and procedures, HR organization plan, conducting awareness sessions, ensuring compliance across the company, advising the management in accordance with approved HR policies and procedures, compensation benefits, payroll management, performance appraisal, employee relations and employee engagement
Employee relations matters including grievances, disciplinary actions
Talent management processes including recruitment, performance management, training, succession planning and medical insurance
Conduct Exit interviews for separating employees and analyse collected data
Provide comprehensive HR support covering the employee lifecycle and ensure all employee requirements are completed

Parkway International Construction

HR & Administration Manager

Sep 2016- Dec 2017

Responsible for HR and Admin team and related activities including on-boarding, off-boarding, recruitment, training, manpower, compensation benefits, HRIS, employee relations and performance, coaching, counselling, disciplining staff; planning, monitoring, appraising, and compensation

Employee on-boarding, which includes scheduling interviews (hiring & exit), giving induction, company policies, processing employee/employment documents, liaising with PRO in obtaining new visas and renewal of active visas

Bridging management and employee relations by addressing demands, grievances or other issues

Hiring, payroll, benefits, and evaluating employees, taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures

Group life insurance, workers compensation, and health insurance policies

Prepare No Objection Certificate, Salary / Employment Certificate, Appointment, Offer Letter, Warning and Termination letter or any other correspondence related to HR & Administration

Overseeing complete HR & Administrative operations comprising housekeeping, fleet management and infrastructure management

Honeywell International Middle East

HR Global Mobility Manager

July 2008–Sep 2016

Responsible for Middle East HR and PROs team day-to-day activities related to international and domestic assignments

HR and Global Mobility processes, relocation, immigration approval, global assignments, on-boarding, off-boarding, contracts, compensation and benefits, performance appraisal, training, employee relations, recruitment and policies

Act as point of contact for business and HR leaders on case-level escalations

Partner with internal teams, recruitment, HR, legal, risk and compliance according to the UAE law changes and develop associated processes strategies

Educate HR and business partners on ME immigration law & hiring strategies

Oversee Government Relations activities including liaising with ME immigration authorities on case-level strategies and negotiating concessions

Partner with UAE and global immigration program leaders to build performance measurement and inspection mechanisms and tools to evaluate the overall health of the ME immigration program

Apply mobility-related expertise in consultation with regional HR partners and other key stakeholders; educate on mobility program & market best practices

OSN - Orbit Showtime Network

HR Operations Manager

Sep 1996-July 2008

Handle HR & admin activities, hiring and onboarding, offboarding, benefits administration, project management, employment laws and regulations, job descriptions, employee handbook, Payroll and HR policies

Provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation benefits, training, and development and administrative functions

Direct HR function, developing and implementing, company-wide HR Policies, strategies, and procedures, recruiting, job descriptions, shortlisting, interviewing, selecting candidates, and onboarding and offboarding process