

## Wassim Saleh, CHRP

00971501280735 - 00971555099332

[wassimsaleh81@hotmail.com](mailto:wassimsaleh81@hotmail.com)

A Human Resource professional with 13 years of experience in Human Resource projects across diversified functions with organizations operating in different sectors and countries.

I have been directly involved in supporting growth and further success businesses through transformation, reinventing processes and organization designs, in addition to delivering an efficient and effective corporate support service.

I am passionate about people & wellbeing, learning & development, recruiting, understanding & enhancing cultures, strategies & innovation.

### Personal Details:

Date of birth: 06/01/1981

Nationality: Lebanese

Marital Status: Single

### Education:

2007 Bachelor of Law - Lebanese University

2003 Courses in Business Administration (systems) - Arab Open University

### Professional Experience



**Mazrui International LLC – Abu Dhabi**

**Human Resources Business Partner**

Mazrui Energy Services and its Business Units

August 2015 till September 2021



Petrochem Performance Chemicals: specializes in drilling fluids and associated equipment services.

Sigma Enterprises Co: distributor and service provider for a wide range of Scientific and engineering technologies in the UAE and the GCC countries.

Sichem LLC: specializes in manufacturing and toll blending specialty oilfield chemicals for drilling, production and other oilfield applications.

Sigma Engineering Works: offering fabrication, manufacturing, service & repair, and other services to the energy industry.

Sigma Specialised Inspection: Sigma Specialized Inspection provides a full range of Non-Destructive Testing [NDT] and specialized inspection services.

Total Solutions Middle East: specializes in Rope Access

### **Scope of work:**

Act as a trusted advisor to senior management on all human capital management matters; to ensure a keen understanding of the business so as to implement HR strategies and practices that support robust business growth in UAE & overseas; reinforce a culture of performance focus, meritocracy and diversity; and comply with Group HR policies.

### **Organizational Development**

Create the HR strategy for the business and the annual HR Plan as well as to communicate its progress  
Create and support a continuous improvement environment for HR activities within the Business Unit  
Communicate the vision, mission and values of the organization to ensure compliance within the business

### **Manpower Planning / Workforce Optimization**

Establish a manpower plan to fully support any expansion plan  
Review structures and productivity to ensure cost effective use of manpower in conjunction with staffing models  
Ensure projects are not over or under staffed (i.e. waste or improper use of personnel).  
Evaluate progress and performance and updating compensation where ever required accordingly  
Play an advisory role in creating and managing a lean and multi-skilled workforce  
Support and facilitate the implementation of business structure reorganization and consolidation to deliver efficiencies  
Play a key role in communicating organizational messages and monitoring feedback within the business units  
Understand the business unit productivity and take necessary actions to improve it  
Ensure every staff within the business understands their job

### **Recruitment and Induction Pack**

Plan, develop, and implement an effective Talent Acquisition strategy that includes recommending solutions  
Source, recruit, hire – and retain – talented candidates  
Design and deliver the HR Induction  
Checklist Induction Checklist to be formulated  
Employee Handbook

### **Performance Management, Training & Talent Development**

Manage the design, development and implementation of a performance management system to measure individual performance and facilitate the identification of training and development needs

Develop, deliver & increase programs of competency-based training / progression of careers  
As part of the HR Plan, specify training initiatives required to support the business

Ensure training needs of key and high potential staff are identified and delivered  
Maintain an up-to-date skill matrix and identifying of talent and outstanding performance  
Develop and execute a learning and development plan that equips individuals with necessary skills. Formulate and implement performance management plans to improve performance

Develop generic programs across the organization to improve customer service skills, telephone & communication skills, and time management skills, increase individual confidence levels, motivation

Develop succession plans and retention strategies for key talent and positions  
Identify and eliminate salary-related inequities and ensure this issue is resolved  
Implement tactful handling for manpower retention; identify potential & dynamism in staff  
Define reasons for manpower turnover and rectify the same for effective retention  
Post Training Evaluation

### **Compensation, Benefits & Rewards**

Conduct Job Analysis, Job Evaluation, Salary Benchmarking as per the established pay and grading structure  
Establish Performance related Rewards & Incentive Schemes

### **Employee Relations**

Manage ER issues within the business units  
Support line managers in creating a culture of employee engagement  
Reinforce at all times a culture of meritocracy, performance-focus and diversity  
Ensure disciplinary and grievance compliance  
Employ motivational programs to make staff attain their optimum efficiency and ensure that staff are treated as valuable assets and strength of the organization.

### **HR Policy**

Ensure compliance to HR policies are maintained  
Review and strengthen business internal controls and procedures  
Ensure compliance of DOA and provide leadership on process and governance  
Educate staff and Managers on the various policies in force and ensure they understand and follow the same  
Ensure compliance with laws, regulations and other requirements

- August 2015 – May 2016 – Senior Human Resources Coordinator

#### **Scope of work:**

Streamline the recruitment process  
Take part of the recruiting for the Mazrui Group  
Assist in the New Joiners Orientation and Induction Program  
Assist the CHRO in enhancing the HR Department's services

### **Paris Sorbonne University– Abu Dhabi**



- June 2011 till July 2015 - Human Resources Generalist
- In this University managed by Abu Dhabi Education Council and Paris Sorbonne University in Paris, my role

was a Human Resources Generalist reporting to the Head of Human Resources Department and the Deputy Vice Chancellor for Administrative Affairs.

**Scope of work:**

Assist in the setup of the Human Resources Standard Operating Procedures and Policies  
Assist in the performance management process, communication and recognition programs  
Finalize the full Process of monthly Payroll as well as the reports run  
Assist in the recruitment process for full timers & Part Timers: Job Announcements, Job Descriptions, screening candidatures, scheduling and assisting in interviews, short listing, assisting in the final assessment and ranking exercise  
Assist in the Employee Satisfaction Project and measuring all the Key Performance Indicator  
Assist in personnel management: contracts, discipline, Emirati labor law, administration reports, monthly statistics, and documents of record, farewells and Staff events  
Personnel advisory to all department heads  
Handle all surveys requested by the Government  
Follow with the PRO on all the renewal of Visas, Passports and Emirates Identity Cards  
Handle all Outsourcing personnel: (Liaising with the Outsourcing Company, documentation and monthly time sheet, monthly and periodic reports, dependents reports, leave balance, final settlement, probationary performance review, sick leaves and attendance...)  
Handle accommodation for faculties and admin Staff: new contracts, renewal and all other related process / work flow, approvals, cancellations and others



**Sheraton Khalidiya Hotel – Abu Dhabi**

- December 2008 till February 2011 - Human Resources Coordinator
- I was the Human Resources Coordinator reporting to the Director of Human Resources and training and in charge of the department during the absence of the Director

**Scope of work:**

Assist in the Human resources activities; sports, welfare, outings, performance management process, communication and recognition programs, charity events  
Assist in the setup of the Human Resources Standard Operating Procedures and Policies  
Monitor the HR contingency plans  
In charge of the associates vacation ticketing  
Assist in personnel management: recruitment, contracts, discipline, payroll and time attendance, health and safety, star voice, Emirati labor law, administration  
Assist in the tracking of the hotel licenses according to Labor law, Abu Dhabi tourism Authority and municipality  
Assist in the design and monitor of the headcount and payroll budget  
Recruit Personnel for all the various departments  
Handle all HR tasks as: leaves, reports, Staff party event, associates time attendance Accommodation and Cafeteria responsibilities for this hotel of 250 associates

**Ministry of Finance – Lebanon, Auditor (2008)**

Audited accounting documents and of financial reports.

**Law Firm, Lawyer trainee (2006)**

Internship: under the supervision of the lawyers Mr. Akram Bou Dorgham and Mr. Wassim Saad.

**Career Development:**

- Human Resources Professional Certificate, Market Trader Academy June to July 2015 covering below learning topics (certificate for each topic is issued):
  - Time Management
  - Employee Time Management
  - Skills for Interviewing
  - Selecting Top Talent
  - Job Candidate Interviewing
  - Managing Work and Family
  - Ergonomics for the Office
  - Ergonomics Overview for the Office
  - Employee Performance Recognition
  - Employee Motivation
  - Developing Brand You
  - Developing Your Career Path
  - Establishing Performance Goals and Expectations
  - Mentoring for Improved Performance
  - Performance Appraisal Basics
  - Reaching Personal Goals
  - Doing Performance Reviews
  - Effective Performance Feedback
  - Employee Discipline
  - Employee Disciplining
  - Effective Approaches to Employee Discipline
  - Discharging an Employee
  - Employee Ethics
  - Ethics for Managers
  - Identifying and Avoiding Burnout
  - Handling Violence in the Workplace
  - Implementation of 360 Degree Feedback
  - Overview of 360 Degree Feedback
  - Individual Anger Management
  - Individual Goal Personalization
  - Individual Goal Setting
  - Individual Goals and Challenges
  - Individual Leadership Power
  - Individual Listening Skills
  - Individual Priority Management
  - Individual Productivity Enhancement
  - Litigation and Dispute Resolution
  - Negotiating and Starting Right
  - Understanding Contracts and Their Use
- Competency Based Interviewing Skills, Select Group – UAE (2015)
- Marketing Management Program Training, organized by Abu Dhabi Tourism Authority and conducted by

Professor Stowe Shoemaker, a certificate from Cornell University has been issued

- Service Culture and Telephone Courtesy training for Sheraton Brand, a certificate has been issued
- Onwards and Upwards training for Sheraton Brand
- Soul and Heart training for Sheraton Brand
- Leadership training, "How to be a Leader" conducted by Starwood (certificate issued)
- Service Culture Transformation training, " Building a Learning Mindset and Building a Coaching Culture modules" conducted by Starwood (certificate issued)
- Appraisal Training, how to do a successful PMP (Performance Management Process), Starwood Appraisals
- Retaining Valuable employees, Starwood Online Training, certificate been issued
- Hiring training, Starwood Online Session, certificate issued
- Giving and Receiving feedback, Starwood Online Training, certificate issued

#### **Seminars and Workshop Attended:**

- December 2012, Fire Warden Training (certificate of attendance is issued)
- October 2011, HR Transformation Project Plan held by Hay Group
- August 2009, Entertainment Permits (musicians work permits in Abu Dhabi)
- 18-19 January 2010, Basic Auditing Training (Environmental health and safety management system) held by Abu Dhabi Tourism Authority
- October 2010, UAE Labor Law - Abu Dhabi Tourism Authority and Tamimi & Co

#### **Skills & Languages:**

- Computer Skills: Successfully passed:
  - Extension program in Microsoft Office.
  - Advanced Excel training, certificate issued by Compu Base, UAE – April 2015
- HR information system (HRMS Oracle, Adrenalin and Oasis)
- Languages: Arabic, French and English (Upper Level, British Council - Abu Dhabi)