

MAHMOUD ELURBANI

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Administration * Human Resources * Operations

Proactive decision maker, trouble shooter, seeking career enhancements with challenging leadership assignments in Human Resource / Administration / Operations & Corporates affairs;

Career – At a Glance

Competent and dynamic professional offering a distinguished and insightful exposure of over 20+ years across diverse sectors in high-growth very dynamic environment in HR and Administration domains with Valentine Maritime Ltd, Abu Dhabi, U.A.E. Leverage keen analysis, managerial and administrative abilities, insights and team approach to drive organizational improvements and implementation of best practices, adept at working in high pressure environments with strict deadlines and multiple deliverables.

- ✦ Perfect team manager having ability to: lead cross-functional teams and integrate their efforts to maximize operational efficiency, set Plan Career development to staff based on their capabilities.
- ✦ Proficient in striking perfect coordination with all involved agencies ensuring bottleneck-free work execution.
- ✦ Prolific team builder and trainer having ability to integrate team efforts to achieve maximum work efficiency.
- ✦ Established credibility in spearheading the entire HR and Admin management initiatives end to end right from conceptualization, strategic & project planning within the set parameters and operational analysis.
- ✦ Cost effective professional, armed with a strong analytical and problem-solving skills. Superior communication and interpersonal abilities.
- ✦ Link between Top Management and staff to convey and transform Management vision to individuals' goals and missions.

Technical Expertise In:

- ✦ Deep Knowledge in U.A.E Labour Law.
- ✦ Develop Company Procedures and Policies to protect Company and personnel benefits under the Labor Law umbrella.
- ✦ Experience in start-up business functions.
- ✦ Planning and provisions requirements of manpower for each project (Managerial, Staff, technicians, skilled and unskilled labours).
- ✦ Efficient intensive mobilization/demobilization processes between various work locations respecting abroad laws and regulations in GCC, India, Egypt, Sudan, Turkey, Italy, Tanzania, Yemen and Sudan.
- ✦ Dealing with the caterer as per the United Arab Emirates Food Control Authority Standards for Hygiene covering the complete food chain processes, and mutual contracts (Onshore and Offshore).
- ✦ Study the market, negotiate the rates and renew Service contracts.
- ✦ Maintaining Office at best shape.
- ✦ Managing Company Premises and company vehicles (Owned and hired)
- ✦ Leading the company Social Committee for staff welfare.
- ✦ Forecasting the annual budget for the HR, Administration and Corporate affairs depts.

Valentine Maritime Ltd, Abu Dhabi, UAE**Feb'01 .. Present**

A leading Offshore Construction Company, operating in Arabian Gulf, east coast of Africa, Europe and India, based in Abu Dhabi, U.A.E. owned by Maridive Oil Services.

Manager – Human Resources, Administration & Corporate Affairs (Feb2016 .. Present)

- A) - Lead a team of 14 subordinates (Head of Personnel, Head of PR, Personnel Administrators, Support Services Administrators, PRO, Camp Administrator, Clerk and Document controller)
- Report to Vice President Finance and HR.
- B) Responsible for the Management of Human Resources and General Company Administration, as follows:-
- Development of various human resources and Administration procedures, with the objective for excellence, including but not limited to establishing and updating HR procedure, Administration Procedure, PR Procedure, Employees Grading Scale & Pay Structure for staff and workers, Benefits and Compensation settlements, and Bonus Distribution, General revised guides and rules for onshore and offshore work ethics and code of conduct...etc
 - Manages the talent acquisition process, which may include recruitment, CV filtration, interviewing, and hiring of qualified job applicants, particularly for managerial, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings, and build a database of strong potential calibers to facilitate and accelerate future recruitments.
 - Placement, Posting and Transfer of personnel at various levels.
 - Design development path for high performers.
 - Leading all Organization Development delivery by planning training programs for leaders and employees. Forming focused and facile training and development programs.
 - Act as the frontline consultant to the business supporting managers in creating a positive employee experience and offering the best HR advice on people matters. Help managers with talent management processes, people development, and implementation of organizational changes.
 - Coordinate, develop and implement comprehensive employee communication strategy to ensure that management goals are communicated, understood and supported by employees.
 - Create a highly motivated and performing culture.
 - Reviewing Personnel Performance Appraisals and approving Promotions, Increments and Incentives.
 - Administer Mobilization\Demobilization of personnel for local and International projects, including Visas, Security passes, Air-ticketing, Accommodation and transportation.
 - Participate in the HR elements of commercial growth projects from tender formation to new business implementation.
 - Took the onus of preparing, negotiating, launching and renewing Service Contracts at India, Qatar, Kuwait, Saudi Arabia, Italy, Turkey, Croatia, Tanzania, Angola & the U.A.E. (such as but not limited to recruitment, Onshore & Offshore Catering, Telecommunication, air-ticketing, Lease properties and premises, maintenance Contracts).
 - Negotiating and settling contractual disputes with various subcontractors\suppliers and initiating back charges and claims.
 - Plan, Provision and control of all support services\logistics required for personnel to perform their duties at onshore and offshore locations locally and Internationally such as provisions and transfer of provisions, materials to offshore locations, telecommunication, transportation.
 - Maintain continuity of personnel legal status worldwide.
 - Maintains accurate record of all employee data and documents in HRIS system and hard-copy files
 - Administers Group Medical Insurance and liaises with insurance provider/3rd party broker to add/remove members, process reimbursement claims, investigate and assist with claim escalation.

C) Develop, Direct and Oversee the Management of a multidepartment division of Company Corporate Affairs, as follows:

- Start-up new Companies and Branches worldwide as and when required.
- Acts as Manager of Company branch in ICAD II- Abu Dhabi Industrial Zone, monitors the development of the Company new facilities and in charge of the branch management and performance.
- Serves as a Director onboard all Company subsidiaries and branches, entrusted to sign relevant documents, issues board resolutions and ensures continuity of legal status.

D) Other Activities:

- leading Quality Internal Audit team at the business unit level, to maintain implementation of ISO 9001:2015 and the Organization Quality Management System.
- Credentials of leading Intensive Mobilization, Demobilization, swapping and transfer of personnel between operation locations during the projects.

Head of Administration (Feb 2008 .. Feb 2016)

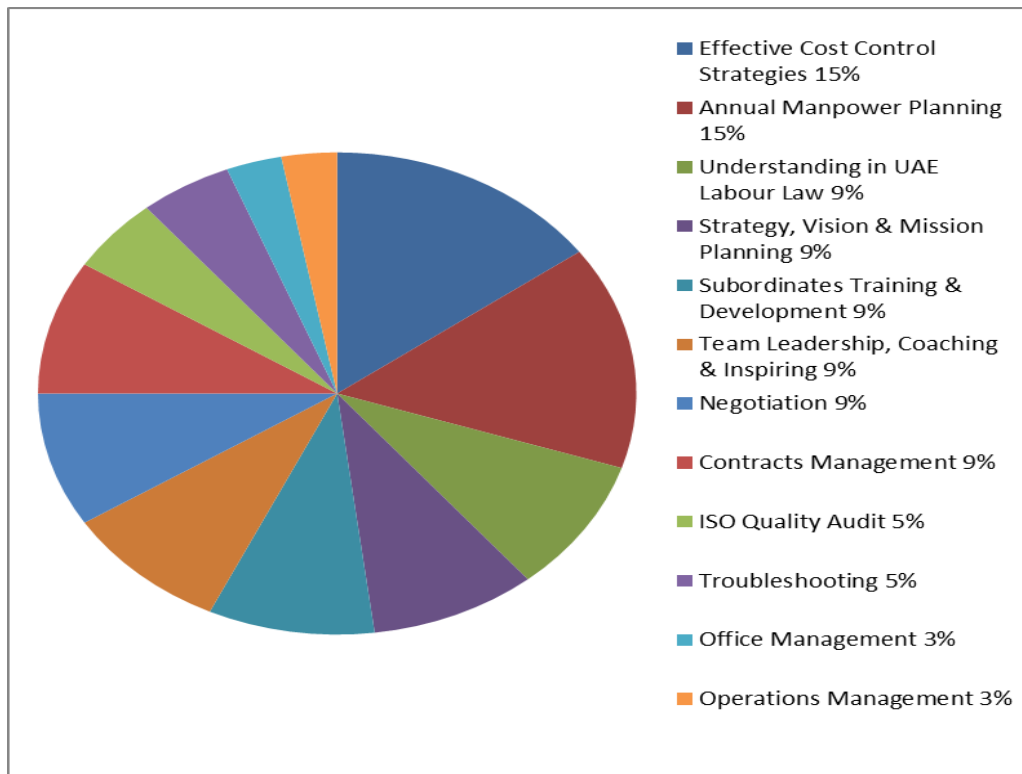
- Lead a team of 6 subordinates to (Support Services Administrator, Catering and Accommodation Administrator, Camp Administrator, Receptionist, Telephone Operator and Clerk)
- Report to Manager HR & Administrator.
- Managing overall administration & facilities services involving reception, catering, administrative support, couriers and fleet management, ground travel, office equipment and supplier Telecommunication onboard Vessels, accommodation for staff (Onshore and Offshore), building maintenance, archiving etc.
- Handling day-to-day activities including staffing, tasking, discipline, welfare, and all multifarious development programmes; ensured proper implementation of Rules and Regulations as per the ISO 9001:2015 standards
- Playing a key role in managing Company premises: Offices, Furnished villas & flats, labour camp, & offshore barges.
- Assuming the responsibilities if including setting annual plans for accommodation requirements, leasing properties, preparing tenancy contracts, maintenance, administration and provision of Services.
- Exercising independent decision making up to pre-determined level of seriousness and work as per the organization's established standards and procedures
- Coordinating and executing all activities associated with space planning to ensure that projects are completed in a timely, quality and cost-effective manner
- Meticulously leading the Company Social Committee established to maintain the morale of the company staff and employees

Senior Administrator Coordination & Services (Feb 2003 .. Feb 2008)

- Primarily focused on recruitment, mobilization/demobilization of personnel from/to offshore locations during projects in India, Qatar, Kuwait, Saudi Arabia, Italy, Turkey, Croatia, Tanzania, and the U.A.E.
- Maintain time cards, attendance and absence, leave settlement and formalization.
- Handling effectively Company services contracts, such as Accommodation, Catering, telecommunications, Courier ect
- Acted as a Quality Internal Auditor.

Personnel and Network Administrator (Feb 2001 .. Feb 2003)

Professional Abridgement



Academia

Bachelor in Business Administration – Business Computing (French Education) * Lebanese University– Faculty of Business Administration and Economic Sciences, Beirut, Lebanon * 2000

Lebanese Baccalaureate II, Experimental Sciences * Makassed High School (El-Horj), Beirut, Lebanon * 1996

Trainings Attended

- ↪ Linguistic French Language Course * AUPELF – UREF Bureau Du Monde Arabe, Beirut, Lebanon * Jan. 1997
- ↪ English Language Courses (IELTS) * International Center For Training And Development, Abu Dhabi, UAE * 2001
- ↪ QMS Internal Quality Auditor Training Course * Bureau Veritas, Abu Dhabi, UAE * Apr. 2001
- ↪ Managing a Microsoft Windows 2000 Network Environment * International Center for Training and Development, Abu Dhabi, UAE * Dec. 2002
- ↪ ISO 9000:2000 Series Foundation Training Course * Bureau Veritas, Abu Dhabi, U.A.E * Jul. 2003
- ↪ QMS Internal Quality Auditor Training Course * Bureau Veritas, Abu Dhabi, U.A.E * Jul. 2003
- ↪ Advanced Business Writing * MEIRC Training & Consulting, Dubai, U.A.E * Jun. 2005
- ↪ Management and Leadership, Supervisory Skills (Level 2) * MEIRC Training & Consulting, Dubai, U.A.E * May 2007
- ↪ Developing Management Skills * Spearhead Training, Abu Dhabi, U.A.E * May 2011
- ↪ Organizational Excellence: Strategies for Exceptional Performance & Quality * MEIRC Training& Consulting, Abu Dhabi, UAE * April 2014

Personal Dossier

Date of Birth: 6th Feb 1978; **Languages Known:** Arabic (Native), English (High Proficiency), French (Basic);
Nationality: Palestinian holding Lebanese Travel Document; **Passport No:** PR0157267 (Expiry: August 23,
2022); **UAE Visa No:** 101/2004/2/020412 (Expiry: Sep. 2022); **References:** Available on request