

## Muhammed Ashraf Abdulrahiman

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### PROFILE SUMMARY

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- Certified HR professional, CIPD (UK) postgraduate level 7 & SHRM-SCP (USA)
- More than fourteen years of HR work experience in the U.A.E.
- Expertise in operational, strategic, & commercial facets of HR practices
- Trained on JobLink™ Aon's job evaluation & job levelling methodology
- Proven ability to interact with all levels of employees, senior leaders, & executives
- Good understating of the U.A.E. Labor Law & Freezone procedures
- Experienced in entire HR set up including systems, transformation, & other HR & OD projects
- Technology-driven, hands-on experience in HRIS ERP system & implementation
- HRIS & Reporting: SAP HCM, SAP SuccessFactors, Microsoft Dynamics, MS Excel
- Experience in working with the external team (UK, Singapore, Malaysia, India) & supporting offices & project sites across GCC/ UAE, KSA, Qatar & Oman in a shared environment.

### BUSINESS / INDUSTRY BACKGROUND

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- Industrial Engineering & Construction Oil & Gas, Petrochemical, Energy sectors-  
**Construction, Fabrication, Field Services, Contracting, Plant O&M, Turnkey Projects**
- Professional Services, Agency-  
**B2B Media Agency, Online Media, Publishing, Marketing, Advertising, Events**
- Holding Company Family Business, Group of Companies with diversified business-  
**Contracting, Construction, Ready-mix, Real Estate, Hospitality, Trading, etc.**

### HR OPERATING MODEL

- Business Unit level
- Group level
- HQ Corporate
- Shared Services Center

### CROSS FUNCTIONAL EXPOSURE

- Business Operations
- Accounting & Finance
- Information Technology
- General Management

## EDUCATION AND CERTIFICATION

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- **CIPD Advanced Certificate in HR Management postgraduate Level 7** (2016-2017)  
Chartered Institute of Personnel and Development, **CIPD, UK**  
(Sub: Performance Management 7PFM, Rewards Management 7RWM, Learning & Development 7DDE)
- **SHRM-SCP Senior Certified Professional** (2014-2015)  
Society for Human Resource Management, **SHRM, USA**  
(Sub: Strategic HR Planning, Talent Acquisition, Talent Management, & HR Services Delivery)
- **Master's degree Human Resources Management** (2012-2014)  
Bharathidasan University, India (certified to MBA-HR with **UK NARIC - United Kingdom**)
- **Advanced Diploma in HR & UAE Labour Law** (2010-2011)  
University of Dubai, Dubai, United Arab Emirates
- **Bachelor's degree Business Administration** (major in HR & Finance) (2004-2007)  
Vinayaka Missions University, India
- **Higher Diploma in Information Technology** (2003-2004)  
Department of IT Higher Education, MHRD, Govt. of India

## EMPLOYMENT HISTORY

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- **REGIONAL HR MANAGER** - Aug 2018 - presently working

**Rotary Engineering Pte Ltd**

**UAE (Dubai, Fujairah & Abu Dhabi) & Saudi Arabia (Jubail & Al Khobar)**

**Supporting new establishment in Qatar & Oman**

(Oil & Gas EPCC, Industrial Engineering, Contracting, Construction, Fabrication, Field Services)

Employees: 800+

Report: (matrix) 1) General Manager GCC region & 2) HR Director, Singapore

HR System: SAP HCM ECP, SAP SuccessFactors

### **Job Role**

*Lead and direct the entire HR processes, functions, and employee lifecycle that develop and retain high-performing employees to achieve overall business strategy - including day-to-day HR operations, business HR support, HR planning, workforce planning, recruitment, selection, onboarding, payroll, compensation, benefits, HR documentation and reports, HR budgets and monitoring, performance appraisal, employees' administration, grievance, disciplinary action, compliance, labor law and regulations, separation and exit, HR policies and practices, etc. In addition, serves as a project manager for various HR programs and process improvement initiatives and act as a business partner to managers and senior team to increase HR efficiency and business performance.*

*Work with HQ-HR team on strategic initiatives to support the achievement and development of corporate HR strategy- including partnering with management, performance consulting, regional C&B review and designing, regional training and development programs (individual, team, skill-based), training effectiveness evaluation, internal and external HR audit, talent interventions (quality, diversity), change management and productivity improvement, engagement initiatives, development of policies and processes, system implementation, etc.*

▪ **HR OPERATIONS MANAGER - June 2014 - Aug 2018**

**CPI Media Group, Dubai**

(Online Media, Publishing, Advertising, Business Events & Conferences)

Employees: 150 +

Report: Group COO based in Dubai & Director of HR, based in the UK

System: Salesforce & Tally ERP

▪ **ASSISTANT HR MANAGER / HRIS LEAD - Jan 2010 – May 2014**

**Lootah BCGas - SS Lootah Group, Dubai & Q-Energy, Abu Dhabi**

(Oil & Gas – EPCC, Plant O&M, Field Services, Construction of Gas Distribution Networks)

Employees: 1500+      Report: HR Director

HR System: Microsoft Dynamics GP

▪ **HR & ADMIN OFFICER - Jun 2007 – Dec 2009**

**Consilium Middle East CME FZC**

(Oil & Gas, Power & Energy sectors, Industrial Engineering, Construction & Contracting)

Employees: 500+      Report: Senior HR Manager

HR System: Oracle HCM

**AREAS OF EXPERIENCE / KEY SKILLS**

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|---------------------------------------|--|
| ▪ HR Operations & Services            | ▪ HR Strategy & Planning                     |
| ▪ Resourcing & Talent Acquisition     | ▪ Workforce Planning (Projects)              |
| ▪ Overseas Recruitment & Mobility     | ▪ On-Boarding & Induction                    |
| ▪ Offers & Contracts                  | ▪ Contract Staffing / Outsourcing            |
| ▪ Employee Administration             | ▪ Employment Changes                         |
| ▪ HR & Internal Communications        | ▪ Employee Relations, Discipline & Grievance |
| ▪ HR Policies & UAE Labour Law        | ▪ Project Site Administration                |
| ▪ Visa Processing & PRO Support       | ▪ MOHRE, AXS, DMCC portals                   |
| ▪ SAP HCM & SAP SuccessFactors        | ▪ HR System, Data & Records                  |
| ▪ Payroll Processing & WPS            | ▪ Attendance & Leave Management              |
| ▪ Compensation & Benefits Management  | ▪ Medical & WCI Insurance                    |
| ▪ Salary Grading & Benchmarking       | ▪ Rewards & Recognition                      |
| ▪ Resignation & Termination           | ▪ Final Settlement & Employee Exit           |
| ▪ Restructuring & Redundancy          | ▪ Training Needs & Training Delivery         |
| ▪ Job Description & Job Evaluation    | ▪ Team Development & Coaching                |
| ▪ Performance Consulting              | ▪ Performance Appraisal                      |
| ▪ Data Analytics & Reports            | ▪ HRIS System Implementation                 |
| ▪ HR Budgeting & Control              | ▪ Financial (Cost/ROI) Analysis              |
| ▪ ISO QMS Audit - Internal & External | ▪ HR & Payroll Audit - Internal & External   |
| ▪ Support for Talent & OD Projects    | ▪ HR Projects & Process Improvement          |
| ▪ Stakeholder Relations               | ▪ Vendor Relations & Mgt.                    |
| ▪ HR Events Management                | ▪ Support for Project Costing & Tender       |
| ▪ Office Administration               | ▪ General Operations                         |

## **CAREER HIGHLIGHTS**

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- Created HR department plans (strategic, operation & commercial) to align with short- & long-term business plans.
- Developed & instituted new HR policies & procedures, reviewed existing HR policies & practices, & recommended solutions for higher efficiency.
- Fostered successful relationships with C-level executives & management to ensure superior employee relations.
- Spearheaded the implementation of HR digitization & automation system, HR system enhancement, to provide digital access to HR, HR data accuracy & real-time reports.
- Played a stellar role in workforce planning, manpower allocation & resource optimization; & restructured recruitment & onboarding procedures, which reduced recruitment cost, & ensured employee onboarding within the turn-around time.
- Associated with management on performance reviews, promoting a productive working environment, devising an appraisal method to enforce the performance culture.
- Partnered with management on job alignment, salary structure, compensation & benefits matrix, & pay-for-performance methods that helped retention efforts, reduced attrition rates, & talent attraction.
- Redesigned A-Z payroll method, including payroll processing, payroll system enhancement, payroll disbursement, cost allocation, accrued entitlements, calculation of provisions & burdens, records management, reports, etc.
- Assisted management in the execution of various internal & external training programs to maximize knowledge transfer, performance & productivity, & employees' tasks & social experience.
- Assisted people managers in talent identification, employee recognition, performance consulting, employee coaching, etc.
- Developed HR department budget, work plans, SOPs & SLAs, & ensured effective control plans & budgets spent.
- Independently managed HR operations, HR administration, payroll processing, HR & payroll audit - internal & external, HR budgeting & control, HR projects & process improvement plans, general administration, employees' facilities, etc.

## **CERTIFICATE OF PARTICIPATION / PREPARATORY COURSE**

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- Job Architecture & Job Evaluation Methodologies - Aon HR Learning Center (AHLIC)
- Introduction to Human Experience Management (HXM) - openSAP
- People Analytics & Evidence-Based Management - openSAP
- An Introduction to SuccessFactors HCM Solutions - openSAP
- Run Simple HR with SuccessFactors Employee Central - openSAP

## **PERSONAL INFO**

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- Gender: Male
- Date of Birth: 19-August-1985
- Nationality: Indian
- Languages: English, Hindi, Malayalam, & Arabic (beginner)
- Driving License: UAE Driving License & Car
- Visa Status: Freezone Employment
- Availability: 3 weeks' notice