

# Mohmed Mohamed Abdelaty Salem Zahw

Al Fujairah, UAE

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Date of birth: June 25, 1980

Nationality: Egyptian

Marital Status: Married

Military service: Exempted

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**Objective:** I am a strategically oriented HR professional, holds a diploma degree with 17 years of hands-on experience in multiple HR functions, in different industries. I always seek excellence in my field of work by taking up the most challenging positions.

## **Experience & knowledge Functions:**

Organization Design

Talent Management

Job Analysis and Description

Organization Development

Training and Development

HR Strategy

Remuneration Re/design

## **Accomplishments:**

Organizational

Development

Train staff to be experts in their areas of focus. Leverage internal resources, partner entities and business professionals to augment learning.

Organization

Design

Created and designed organizational structure, career path, which increased job satisfaction and annihilate career progress vagueness.

Job Analysis

and

Description

Created Bilingual job descriptions Arabic and English formats via interview/questionnaire techniques for 3 in construction section clients which covered more than 527 in construction section job description known in UAE.

Talent

Management

In HR processes to attract, develop, motivate, and retain high- performing employees, improving business performance through practices that make employees more productive. Decreased employee attrition from 28 % to be 16 %.

Training and

Development

I led the TNA processes and finalized a one-year training calendar for technical and non-technical programs, matching the estimated budget, and aligned with the proposed cultural transition. In our Group, I coordinated more than 90 successful training programs held abroad and in UAE.

Remuneration

Finalized a salary structure/mapping for our Group and reported needed enhancements of remuneration to the management.

HR policies and

Manual

Created updated HR Policy Manual buoyed by 60 tailored Arabic and English forms for our Group this improved communication system and rectified dysfunctional behaviors.

## **Experience:**

Title: **Human Resources Manager** June 2021 – Present

Company: **ABRAJ Constructions LLC – Al Fujairah – UAE**

**Summary:** A professional Human Resources Manager/Leader with strong experience in progressively more responsible, and more challenging, generalist roles. Successfully translated strategic business objectives into workable HR initiatives while remaining cognizant of culture and people issues. Skilled at managing organizational relationships spanning senior leadership to shop floor associates. Seeking a position that will utilize my established skills and provide the opportunity for the enhancement and development of these skills.

## **Responsibilities:**

- Performing human resources related duties and administers responsibilities of the following functional areas: employee relations, benefits administration, orientation/training, recruitment, labor relations, development of policies, payroll & procedures.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Responsible for managing the human resources function by researching, developing, implementing, administering, and evaluating agency personnel policies, programs, systems, and procedures related to employee and community relations.
- Providing day to day performance management guidance to management (coaching, counseling, career development, disciplinary actions).
- Partnering with employees and management to communicate various human resources policies, procedures, laws, standards, and government regulations.
- Responding to employee relation issues such as employee complaints, harassment allegations, and civil rights complaints.
- Directing the recruitment process by determining the appropriate source of referral, posting, determining qualifications, scheduling, interviewing, reference, clearances, offer parameters, and written employment offer.
- Counseling employees and managers on employee relations issues and problems, ensuring terminations are carried out legally and conducts exit interviews.
- Liaoning between employees and insurance providers to resolve benefit related problems and ensure effective utilization of plans and positive employee relations.
- Investigating new benefit programs, improve existing programs and monitoring the benefits administration.

Title: **Human Resources Manager** February 2010 – March 2021

Company: **Ali & Co. Trading & Contracting (GROUP) – Oman**  
**(Construction CO L.L.C)**

**Summary:** Acted as an HR manager and was reporting to CEO; organized, developed various human resources functions, including HR policies, job descriptions, implemented the full process of talent management; imposed a succession plan, coordinated training & development, updated organization chart, planed performance management, did salary structure mapping and improved compensation and benefits system.

## **Responsibilities:**

- Developed and implemented HR strategy aligned with the corporate business strategy.
- Led the full processes of talent management starting from manpower planning, interviewing, testing, and induction process, training, and appraising.
- Implemented full cycle of organizational effectiveness and development OED processes which included gap analysis, circle development meetings, recommend solutions and implement most valid interventions.
- Oversee processing of payroll changes ( new hires, terminations, raises) and system upgrades.
- Created or updated Job description by conducting interview/questioner job analysis.
- Oversaw performance management system, implemented GRS, and forced distribution appraisals.
- Conducted the training needs analysis and created training calendar for blue and white collars.
- Contributed to the succession planning process by analyzing the employees' competencies and experiences reported to the CEO.
- Conducted an analysis of compensation and benefits system and recommended adjustments to the CEO.
- Finalized salary structure and mapping exercise then reported to CEO with grading and salary increase recommendations.
- Wrote and updated HR policies and procedures for recruitment and training functions.
- Reported various HR Metrics to top management to widen the vision of strategic decision making.

Title: **Executive Training Specialist** December 2008 – January 2010  
Company: **TAMAM International for Training & Development – KSA**

**Summary:** Work in the field technical training, administrative, and management consulting, feasibility study and the organization of conferences and symposia in all areas of administrative.

**Responsibilities:**

- Develop training materials by conducting thorough research, analyzing educational vendors and assessing the employment needs of departmental managers.
- Organize a training curriculum that honors company ethics and conduct, is engaging and allows trainees the maximum opportunity to participate.
- Preparation of training programs for– administrative and technical personnel & institutions.
- Develop training– programs qualifying for university education and higher.
- Preparation programs in Computer Information Technology and Communications.

Title: **Training Specialist** April 2004 – November 2009  
Company: **EXCELLENCE consultants Ltd – EGYPT**

**Responsibilities:**

- Evaluate teaching methods to select the options that will aid in the delivery of concepts without unnecessary distraction, downtime or confusion.
- Interview and hire enthusiastic instructors who are capable of learning about the training materials and delivering concepts in a way that is effective and memorable.
- Contribute to the instruction and presentation of training courses and assess how effectively different methods and materials are at encouraging interaction and participation.
- Create budgets for all costs associated with training and write detailed reports to justify expenditures for reporting to executive management.
- Prepare training locations by ensuring instructors have all the tools, technical equipment and resources needed to effectively teach a course.
- Oversee general administrative duties, such as coordinating enrollment, scheduling of course times and locations and sending invitation information to all trainees.
- Develop training materials by completing thorough research, analyzing educational vendors and assessing the employment needs of departmental managers.
- Organize a training curriculum that honors company ethics and conduct, is engaging and allows trainees the maximum opportunity to participate.

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**Education:**

▪ Human Resources Management - Diploma (Certified from HRCI Virginia USA)	2007:2008
▪ Bachelor of Cooperative and Agricultural Sciences.	1999:2003

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## **Courses and Certificates:**

1. Neuro Linguistic Programming course. (NLP).	2006
2. Effective Communication Skills course.	2006
3. Problem Solving & Decisions Making course.	2006
4. Stress Time Management course.	2005
5. Effective Negotiation skills course.	2005
6. The Art of Customer Services & Loyalty course.	2005
7. Leadership & team Building course.	2004
8. Management and Business Administration course.	2004
9. Basic Business Skills Acquisition(BBSA) Future Generation Foundation (FGF)	2004

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## **Personal Competences:**

People (development) Oriented, Objectives Oriented.  
Emotional Intelligent and Change management.

## **Language and Computer Skills:**

Native Arabic Language.  
Excellent English Language.  
Excellent MS. Office.

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