

Ahmad Alkassar
Senior HR Administrator

Seasoned Senior HR Administrator with 11+ year background in professional and corporate environments.

Core competencies include:

HR Operations, Administration, Recruitment, Payroll, Time & Attendance Management, Compensation & Benefits, Employee Relations, Project Management & Planning, Performance Management, Customer Service.



✉ akassar.acc@gmail.com

☎ 00971563098407



Dubai - UAE

Work Experience

Senior HR Administrator

Arabian Construction Company – Jizan, Saudi Arabia

Aug 2015 To Oct 2020

Responsibilities:

➤ **HR System & Database:**

- Manage HR software and the organization's employee database and prepare reports.
- Manage all periodical HR related reports and any other HR related tasks specified by the company.
- Interpreting and advising on employment legislation.

➤ **Organization and Development:**

- Design and update the organization chart with all job descriptions and specifications.
- Organizing induction programs for new employees.

➤ **Recruitment & Selection:**

- Distribution of job titles and tasks of employees according to their qualifications.
- Manage and oversee the whole recruiting and hiring process including (Job descriptions, sourcing, advertisements, select shortlisted, interviews, negotiation and selection).
- Identifying future hiring needs and developing job descriptions and specifications.

➤ **Payroll Processing:**

- Monitor time and attendance reports, collate payroll information, update and keep up payroll records (leaves, sickness, deductions, additions, Loans, Commissions, Unpaid Leaves etc.)
- Monitor accrued annual leave balance, Calculate leave settlements/encashment and end of service benefits.
- Reconcile payroll, prepare month end consolidated salary report and submit to the finance department for final salary transfer.

➤ **Compensation and Benefits:**

- Preparing job descriptions, job analysis, job evaluations, pay survey, salary classification (Grading), compensation & salary forecast budget, bonus system, and HR audit.

➤ **Performance:** Conduct annual Appraisal for staff and compiling the data for Management's review.

➤ **Administration:**

- Supervising day-to-day operations of the administrative department and staff members.
- Administer the promotion, resignation, termination, transfer, Final Settlement & Letters.
- Administer medical insurance and Annual Tickets for all employees as per company policies.
- Respond to employees' queries and resolve issue in a timely and professional manner.
- Manage Office (Budgets, Furniture, Stationery, Network, Consumption, Invoices, Reports, Inspections).
- Manage the employees Accommodation & Transportation.

HR Officer

Arabian Construction Company – Abu Dhabi, United Arab Emirates

Apr 2010 To Jun 2015

Responsibilities:

- Manage HR software and update of HR database.
- Manage all periodical HR related reports and any other HR related tasks specified by the company.
- Interpreting and advising on employment legislation.
- Organizing induction programmers for new employees.
- Time Management & Attendance Management through the HR systems.
- Leaves Management as per the labor law.
- Payroll processing for Staff and Worker and timely disbursement of salaries.
- Administer the resignation, termination, transfer, Final Settlement & Letters.
- Manpower planning in conjunction with all line managers and filling the positions as required.
- Administer medical insurance and Annual Tickets for all employees as per company policies
- Administer the Performance Appraisal of all staff and compiling the data for Management's review.
- Processing the promotions and bonus as per annual appraisal.
- Respond to employees' queries and resolve issue in a timely and professional manner.
- Manage the employees Accommodation & Transportation.

Time Keeper

Arabian Construction Company – Beirut, Lebanon

May 2009 to Mar 2010

Key Skills:

- HR Reporting Skills.
- Administrative Expert.
- Recruitment & Selection.
- Project Management.
- Planning Skills.
- Database Management.
- Employee Relations.
- Organizational skills.
- Communication Skills.
- Leadership Skills.
- Team Building.
- Prioritize tasks.
- Work Under Pressure.
- Problem solving.
- Interpersonal Skills.
- Data Analyze.
- Salary Grading.
- Negotiation skills.
- Attention to Details.
- Customer Service.

IT Skills

MS Office Applications

- MS Excel
- MS Word
- MS Access
- MS Power point

Languages

- Arabic (Native).
- English (Advanced).
- French (Basic).

Education

Bachelor Degree of Law, 12/2008
Lebanese University-Tripoli.

Personal Information

Birthdate: 20/06/1982
Nationality: Lebanese
Marital Status: Married
Visa Type: Residency With NOC