



ABDULRAZZAK ALRAES

PROFILE

Experienced HR professional with over 15 years a proven history working with international strategy across the EMEA regions in Oil and Gas, Energy, HR Global Services, Construction, Media, and Pharma industries with all round HR skills delivering effective solutions to meet strategic business objectives, organizational change & to build consistently improved business performance. A strong pro-active leader, empowering staff to take ownership, providing coaching, training and mentoring to build cohesive teams working together to achieve individual targets and company objectives.

PROFESSIONAL EXPERINACE

Elements Global Services

HR Operations Manager ME

Sep 2019 – Present

Lead the Middle East region HR function including HR Policies and strategies, HR Services, communications, leadership development, employee relations, salary benchmarking, compensation & benefits, on-boarding & off-boarding, training and development, payroll, employee engagement, performance management, and recruitment & selection
Drive continuous improvement within the business line HR team
Act as a member of the senior business leadership team contributing to the development and implementation of the functional strategy
Ensure effective deployment of performance systems and coach managers
Develop and deliver a strategic people plan to realise the business unit strategy
Direct staffing activities for Middle East operations utilizing cost-effective recruitment & work in close alignment with Talent Acquisition & opportunities
Provide end-to-end HR support service covering client’s employee lifecycle Guidance and ensure clients’ HR policies & immigration visa are fully complied
Support client inquiries & advising on benefits, payroll & HR matters
Lead the global HR Shared Services team through development of objectives

MOBY Media Group

HR Generalist

Dec 2017-Sep 2019

Manage on-boarding and off-boarding, recruitment, workforce planning, HR policies and strategies, HR organization plan, conducting awareness sessions, ensuring compliance across the company, advising management in accordance with approved HR policies, compensation benefits, payroll management, performance appraisal, employee engagement and employee relations
Provide comprehensive HR support covering the employee lifecycle and ensure all employee requirements are completed
Lead talent management processes including recruitment, performance management, training, succession planning and Exit interviews



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United Arab Emirates



English and Arabic

EDUCATION

Bachelor’s degree – Damascus University

CORE COMPETENCIES

HR Strategy and Planning
Change Management
Workforce Planning and Development
Reward and Recognition
Talent Acquisition
Leadership Development
Employee Performance Improvement
Employee Relations and Diversity
Organizational Development
HR Policy, Process & Systems
Employee Engagement

ACHIEVEMENTS

Reduced new hire processing times
Designed and executed employee benefit programs
Emiratization / Localization planning
Implement work from home policy to reduce unnecessary usage of PTO
Initiated the atomization HR records and database by migrating to new HR system

Parkway International Construction

HR & Administration Manager

Sep 2016- Dec 2017

Lead HR and Admin function, and related activities including HR Policies, on-boarding, off-boarding, recruitment and selection process, training, manpower, compensation benefits, HRIS, employee relations and performance, coaching, counselling, disciplining staff, Payroll, planning & appraising, compensation and working with PROs team on all their tasks to ensure all are completed
Developing and implementing HR strategies and initiatives aligned with the overall business strategy
Bridging management & employee relations by addressing grievances or issues
Manage a performance appraisal system that drives high performance.
Assess training needs to apply and monitor training programs
Report to management and provide decision support through HR metrics
Ensure legal compliance throughout human resource management
Handling all the company Official documents with government Authorities
Recruiting and training personnel and allocate responsibilities and office space

Honeywell International

Global Mobility Manager ME

July 2008–Sep 2016

Manage the ME region, coordinating with multiple GROs within the various entities and product companies to create consistency and efficiency improvements of immigration processes and reporting and visibility of data
Handle day-to-day immigration operations, including review of processes, outlining the scope, and ensuring the agreed SLAs are consistently met
Manage relationships and act as immigration go-to person for ME region
Work with GROs to resolve immigration issues and compliance risk
Partnership with the GROs provides support on ME matters including processes improvements, digitalization, data, advisory, compliance, simplifying the interaction between the GROs and other stakeholders
Liaison with internal Legal and Compliance teams and relevant HR functional teams to ensure alignment of overall business initiatives
Work with the onboarding and offboarding team to ensure efficient process
Taking over process improvement related to linking GROs with onboarding and offboarding with GROs leveraging in-house tools (i.e., Workday).
Create an awareness and training session for the different GROs in the region
Create a positive experience for new joiners and exiting employees
Ensure immigration compliance and improvements whilst working in collaboration with various functions such as HR, Legal, and Recruitment

OSN - Orbit Showtime Network

HR Operations Manager

Sep 1996-July 2008

Manage HR & admin activities, hiring and onboarding, offboarding, project management, employment laws and regulations, Payroll and HR policies, recruitment and retention, compliance, compensation benefits, training, HR Policies & strategies, and interviewing, selecting candidates
Direct staffing activities for Middle East operations utilizing cost-effective recruitment techniques and leveraging corporate resources