

BISHARAT HUSSAIN

Human Resources Professional (CHRM & CHRP)

 bisharath6@gmail.com  +971-56-7932191

- UAE Driving License :

Post Applied:

HR & Admin Executive



• Abilities, Skill and Area of Specialization:

- Day to day HR operations
- Conflict management
- In-depth knowledge of UAE HR principles, laws and regulations
- Counselling employees on various issues
- HR standards, procedure, policies, Performance appraisal
- Workforce Planning and Talent Management Proficient
- Total Rewards and Payroll Management Fundamental
- HR Administration Proficient

WORKING EXPERIENCE

Advance Metal Work FZCO
JABEL ALI DUBAI, UAE



HR ASSISTANT MANAGER

MAY 2014 – Present

Advanced Metal Works FZCO is a leading, innovative manufacturer of precision sheet and plate metal fabricated products and services strategically located in JAFZA, Dubai. Have more than 500 Employees, Independently Handle HR department with administrative work.

DUTIES AND RESPONSIBILITIES:

Responsible for the company HR day to day tasks & entire recruitment process, and for interacting with all levels of managers concerning HR projects, policies and operational decisions.

- Assisting Managers & staff to support human resources policies, procedures, programmes & labour relations.
- Assisting management on successful policy implementation & enforcement action to prevent employee legal entanglements.

- To detect, handle complaints, disputes & grievances of all staffs and to report them to the management.
- Providing advice and recommendations on disciplinary actions.
- Overseeing the full recruitment cycle, in particular offer letters & contract preparation.
- Assessed & aligned compensation packages to market to attract highly qualified applicants for organisational vacancies.
- Promoting equality and diversity in the recruitment process.
- Conduct employee induction and orientation.
- Managing Insurance policies for the employees (addition, deletion & renewal of the policies).
- Preparation End of Settlement based on limited & unlimited contract as per resignation & arranging exit formalities.
- Ensuring that all company policies & procedures are up to date in line with current employment law.
- Supporting supervisors to ensure the success of their teams.
- Managing pay-roll operations & leave salaries, assisting with day-to-day HR related questions.
- Collaborated with senior management & performed helpful tasks, including benefits analysis & corrective action planning

Role as Administration

Responsible to carry out all the activities for official collection and submission of government applications as well as the processing of a variety of legal documents in a timely manner.

- Processing immigration paperwork for work permits, keeping up to date with legal developments.
- Familiar with Immigration online system, JAFZA, (Dubai Portal) and MOL
- Coordination & preparing of new work stations IT etc. (on boarding)
- Processing Trade License, Establishment Card, and other related tasks.
- Processing online residence visa for the all foreign employees
- Processing online visa cancellation & handling exit formalities.
- Processing of, Emirates IDs & Medical for fitness certificate.
- Using Trakhees online Portal applying EHS services, OFC Renewal, etc.
- Visit immigration office, Police station, Dubai Court as per company Requirement.
- Handling labor camp to allocate a room to workers and staff
- Handling housekeeping and Maintenance Department.



AI JABER GROUP
Mussafah Abu Dhabi, UAE

HR/ADMIN OFFICER

OCT 2008 – APRIL 2014

Al Jaber Group (AJC) is a privately owned, multi-disciplinary conglomerate, based in Abu Dhabi and with branches in the Kingdom of Saudi Arabia and Qatar. AJC provides its professional services in the construction, heavy lifting and logistics, manufacturing and trading sectors, with a workforce in excess of 55,000 employees.

- Responsible for supporting the HR team in a fast paced office environment, and assisting them with the day-to-day efficient operation of the HR department.
- Updating the policies & procedures as per the company culture.
- Employee assessment & salary increment recommendations with the HRM.
- Coordination of the administrative work with the projects admins.
- Completing termination paperwork as per the company policy & procedures.
- Assisted the HRM in updating & designing company job description to reflect changing jobs.
- Explained all of human resources policies, procedures, laws & regulations to each employees
- Day to day requirements of the employees, handling employee's grievances & investigating.
- Assisting the HRM about recruitment process, from screening, shortlisting, interviews schedule, offer letters to visa process.
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Educational Qualifications:

- **CHRM(Certified Human Resources Manager) SVARNA TRAINING DUBAI, UAE** **2019**
- **CHRP (Certified Human Resources Professional) BLUE OCEAN INSTITUTE DUBAI, UAE** **2016**

Personal Information

Visa Status: Employment Visa till December 2023

DOB: 20-JAN-1985

Passport No: BH6892853

Notice period: 3 to 4 weeks