

# Ahmed Mohamed

HR Executive – Administration Officer

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**OBJECTIVES** an accomplished Human Resource Executive, Administrative Officer, with over 11 years of extensive experience and having reputation for effectively managing all duties and responsibilities of Admin and Human Resource Department, possessing excellent foresight and the ability to plan ahead in other to deliver the best working environment and standards.

## **CORE COMPETENCIES**

HR & admin Professional with more 11 years management, performance management, employee performance evaluation, employee budget, workforce planning, employee relationship management, compensation, conflict resolution and business issue resolution, effective negotiation, employee complaints handling and institutional communication, working with more than one team One according to the central administration, cooperation with the different departments and sectors.



## **ACADEMIC QUALIFICATIONS**

Bachelor's degree in Islamic and Arabic Studies from Al AZHAR UNIVERSITY, Egypt in 2007 with a good overall grade

## **BUSINESS SKILLS**

- Presentation skills
- Negotiation skills
- Communication skills
- Team work
- Problem solving
- Good manners
- Organizational capacity

## **COMPUTER SKILLS**

- Microsoft Office.
- Windows operation system.
- HRMS (HR Management System).
- Computer skilled Software & Hardware.
- Typing Arabic and English.
- applications, tablets, printers.
- Photoshop basics.

## **HOBBIES**

Playing chess - great way to unwind, distress, and keep the mind sharp, Playing and Watching football

## **ACHIEVEMENTS**

Dubai from 2009 to 2021

- I had designed and drafted company's human resources policies.
- cut costs of recruitment for skilled and unskilled workers from outside the country.
- Reducing costs by 25% within the human resources department, by proposing alternative methods of printing government transactions.
- Create a database that contains all the documents for each employee an electronic copy that has been kept on the main server of the Human Resources Management and contains the data of more than 2500 employees.

## **CAREER HIGHLIGHTS**

- Good knowledge of UAE Employment Act, labour laws and statutory rules and regulations and Well versed in all UAE governmental transactions by UAE e-services.
- Knowledge of HR systems and databases.
- Prepare presentation materials.
- Partner with the leadership team to understand and execute the organization human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Strong capabilities about especially in management of employee relations, and administrative affairs.
- collaborates with departmental managers to understand skills and competencies required for openings to ensure the organization attracts and retains top talent.
- good experience to Create a daily report by Excel.

## **EXPERIENCE**

### **HR EXECUTIVE**

### **Concord Stars Contracting, Dubai**

09/2020 – 04/2021

- Monitor and update policies according to changing employment law.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.
- Develop fair HR policies and ensure employees understand and comply with them.
- Monitor HR department's budget.
- Manage employees' grievances.
- Oversee daily operations of the HR department.
- Assist HR Manager with new/ evolving initiatives as and when requested.
- Maintain effective working relationships with recruitment agencies.
- Monitor probationary periods and conduct yearly appraisals.
- Manage the on-boarding process for new starters.
- Create a daily report for Camp, sites, Attendance, Late coming.

### **SENIOR HR EXECUTIVE**

### **Top Link Group, Dubai**

04/2009 – 09/2019

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Team with HR Manager in implementing key HR activities e.g., succession planning, talent management.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage employee's personal files including the creation, maintenance, archival and destruction of files, Maintain HR database in the HRIS, ensure HR data is up-to-date and accurate at all times.
- All HR functions.
- Responsible and handling all legal cases of labor with MOHRE.
- Assist to staff communications and tracking activities for the annual staff surveys, compensation pack, performance management processes, etc.
- create the Official letters, offer Letters of Appointment; Acceptance of Resignation Letters; Contract Renewals, NOC, Firing staff, etc.
- Responsible for updates in HR system for new hires, transfers, promotions, salary changes, title changes, and other data changes.
- Assist in payroll activities.
- Support in timely a probation evaluation & confirmation.
- Administer electronic leave management system.
- Working with recruitment agencies to source for candidates for specific job positions.
- Maintaining HR records, such as those related to compensation, health and medical insurance, Handling insurance-related issues, Managing workplace safety issues.

## **OTHER EXPERIENCE**

### **ADMINISTRATION OFFICER**

04/2009 – 04/2021

- Expert in writing formal letters and Agreements, labor contracts, Memorandum of Association "MOA", Services Agreement, power of attorney, All NOC Letters.
- Managing of all work with Public Relation related jobs management and Flowing all transaction with all government in UAE from beginning until completion .
- Provide administrative support for the HR Dept.

- Update and Record all Legal documents, trade licenses and tenancy contracts of all the Group of Companies and monitor its validity and due dates.
- Consult with and advise senior management on changes in Government legislation.
- Responsible of all transportation for the staff in main office .
- Earned trust and confidence of the company's owners, heads of department and colleagues for the well delegation of works and tasks.
- Coordinating all public relations activities ( Obtain new employment visas - work permits -Monitor and renew employee residence permits- Facilitate renewal of residence visas-Facilitate obtaining and renewal of Expatriates passports- follow-up cancellation of visas-medical result procedures - insurance)

## **LANGUAGES**

**Arabic** Read, Speak & Write

**English** Read, Speak & Understand

## **PERSONAL PROFILE**

- Full Name :- Ahmed Mohamed Ahmed
- Date of Birth :- 01-01-1983
- Nationality :- Egyptian
- Marital status :- Married +2 kids
- Visa status :- Employment Visa
- Driving License :- UAE Driving License
- Notice Period :- NA ( Ready For Join)