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Shadi Rasem Masoud

Objective:

Determined to make a difference in the HR, Personnel, and Administration functions, in constructively and positively, contributing within an innovative organization for mutual growth as an active team player.

Professional highlights:

- ❑ 19 years of experience in the U.A.E.
- ❑ Clear understanding and updated knowledge of the local U.A.E. labor laws
- ❑ In-depth knowledge of areas such as recruitment, identification & implementation of HR Policies and Procedures
- ❑ Excellent communication & presentation skills both oral & written.
- ❑ Excellent self-correspondence skills in English & Arabic.

Strengths:

- ❑ Strong negotiating skills.
- ❑ Optimum productivity.
- ❑ Ambitious, motivated, co-operative, hard-working.
- ❑ Proven ability to present a professional & positive image.
- ❑ Pleasant personality & can perform under tremendous work pressure.
- ❑ Ability to learn new tasks and adapt to changing environments.
- ❑ Comfortable interacting with people of diverse cultures.

Educational Qualification:

Graduated from Al Ahliya Amman University, Amman, Jordan with Bachelor of Computer Science in 2000.

Other Courses that added to my skills:

- ❑ CHRMP – Certified Human Resource Management Professional - (“ACI” American Certification Institute)
- ❑ Completed HRM course (completion certificate - UK)
- ❑ CPM in Human Resource –Grad A– (completion certificate – Islamabad)
- ❑ Communication for Business & the Professionals.
- ❑ Organizational Behavior – Managerial Strategies for Performance.
- ❑ Seminar on the Engineering of Making Success.

Professional Experience:

- 1. Delta Al Emarate Building Contracting, Dubai**
HR/Administration Manager
December 2011 - till date
- 2. Royal International Construction, Abu Dhabi**
HR/Administration Manager
October 2008 - December 2011
- 3. Al Hamed Development & Construction, Abu Dhabi**
A leading company in the field of construction in the UAE

(December 2001 – October 2008)

■ **Administration Manager**
February 2006 – October 2008

■ **Personnel Manager**
June 2004 – February 2006

■ **Sr. Personnel Officer**
December 2001 – June 2004

- ❑ Clear understanding of the HR concepts, strategy, planning, formulating, and implementation of the HR & Personnel Policies & Procedures in order to smoothly integrate business plans with HR goals.
- ❑ Drafting of Job Descriptions in coordination with Division/Department Heads
- ❑ Recruiting, staffing, budgeting, and space planning.
- ❑ Performance Management and annual appraisal schemes.
- ❑ Employee orientation, development, and training.
- ❑ Success at motivating staff via clear communication & outstanding organizational skills.
- ❑ Identifying the training needs and preparing the training calendar & programs.
- ❑ Ensuring statutory compliance under various UAE Labor Laws, and advising the top management on labor strategy to foster cordial and healthy industrial relations.
- ❑ Employee safety, welfare, wellness, and health.
- ❑ Employee relations, services, and counseling.
- ❑ Direct supervision of the Personnel & Public Relations Sections.
- ❑ Compensation and benefits scheme administration.
- ❑ Preparation and Managing of Payroll on WPS system through ERP based on Oracle Data base.
- ❑ Preparation of staff annual leave plan, follow up and ensure compliance.
- ❑ Maintaining enhanced records of more than 15000 multinational employees.
- ❑ Allocation of manpower resources to the company's various projects.
- ❑ Initiating all kinds of forms and formats to ensure smooth flow of information.
- ❑ Prepare insurance coverage "CAR & WC" for all the company's projects.
- ❑ Thorough knowledge of visa procedures and other issues related to Labor/Immigration.
- ❑ Overseeing labor camp administration functions.
- ❑ Preparation of appointment letters, preparation of job descriptions, time keeping & payroll administration, maintaining of personnel/leave records, liaison with contractors & suppliers, bilingual translation, air ticket/hotel bookings, transport arrangements, processing of visa/labor card applications.

Computer Skills & Courses:

Oracle Developer Build Forms & Report – ITCC Amman, Jordan.
Windows, MS Office, the use of Oracle applications.

Language skills:

Spoken & written: English & Arabic (mother tongue)

Personal Details:

Year of Birth : 1977
Nationality : Jordanian
Marital Status : Married with 3 kids
Driving License : Holder of valid U.A.E. driving license
Hobbies : Swimming and Squash

References: Available upon request