

LOAI SAYED SHARKAWY

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Career Objective

Seeking a challenging position in a well-established company that will provide opportunities for a sustained career development, plus the ability to utilize my extensive experience in HR and using my big knowledge in labour law.

Profession Experience

Newmatic International Group FZCO HR & Legal Manager

Aug. 2020 till Present

Responsibilities and Achievements:

(Handling 50 Employees in 3 companies LLC & FZ- Reporting to CEO's & General Manager)

- Plan and manage recruitment and selection of staff.
- Manage employee's attendance, payroll and leaves.
- Responsible of the yearly renewal for the management, employees and the labors health insurance, property insurance and workmen's compensation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer compensation and benefits and ensure to be aligned with company policies.
- Implement and monitor performance management system.
- Implement the precautionary measures for the Covid 19 epidemic and follow-up of the affected employees.
- Administer employee discipline processes and handle employee complaints and disputes.
- Review and update employee rules and regulations.
- Maintain the human resource information system and employee database on ERP.
- Maintain knowledge of legal requirements and government regulations affecting HR functions.
- pursue the Pro given tasks (company licenses, property renewals, employees contracts (new/renew), employee visas (new/renew) and employees passports...etc.
- Following-up company disputes in the court with the advocate office and updating company CEO's.
- Providing legal consultation to the management regarding any of labour cases.
- Reviewing legally of company agreements with clients before signing from the considered department.

Arasca Medical Equipment – (Temporary Contract) HR Manager

Jan. 2020 till June. 2020

Responsibilities and Achievements:

(Handling 62 Employees - Reporting to General Manager)

- Plan and manage recruitment and selection of staff.
- Manage employee's attendance, payroll and leaves.
- Manage Sales and commission monthly report usig Sap system.
- Responsible of the yearly renewal for the management, employees and the labors health insurance and workmen's compensation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer compensation and benefits and ensure to be aligned with company policies.
- Implement and monitor performance management system.
- Administer employee discipline processes and handle employee complaints and disputes.

- Review and update employee rules and regulations.
- Maintain the human resource information system and employee database.
- Maintain knowledge of legal requirements and government regulations affecting HR functions.
- Implement PRO tasks (company license's, employees contracts (new\renew), employee visas (new\renew) and employees passports.
- Continue working on MRM (Mohammed Ben Rahed business award) file for business excellence.

Ministry of Human resources and Emiratization

Nov. 2017 till Nov 2019

Legal Advisor/HR Consultant

Responsibilities and Achievements:

- Managing incoming and outbound calls and customer service for the legal inquiries.
- Providing legal advice to MOHRE customers (Employers & Employees) by defining their rights and obligations as per the labor law.
- Handle labor complaints (Tawafuq complaints), provide appropriate solutions and alternatives to help both parties to reach to a mutual agreement.
- Take the extra mile to engage customers.
- Providing HR consultation regarding policies procedures etc...

United Supplies Establishment

Oct. 2015 till Sep. 2017

Assistant HR Manager

(Handling around 360 Employees in All UAE - Reporting to Assistant General Manager)

Responsibilities and Achievements:

- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Manage employee's attendance, payroll and leaves.
- Responsible of the yearly renewal for the management, employees and the labors health insurance and workmen's compensation.
- Manage HR Main File (company trade license's, employees' contracts renewal, employees' passports renewal).
- Handle and follow up commerce, labor and property cases with the legal office of the company.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer compensation and benefits and ensure to be line with company policies.
- Implement and monitor performance management system.
- Administer employee discipline processes and handle employee complaints and disputes.
- Review and update employee rules and regulations.
- Maintain the human resource information system and employee database.
- Coordinate employee health & safety.
- Maintain knowledge of legal requirements and government regulations affecting HR functions.

DU telecom

May 2014 till Sep. 2015

Retail Sales and Customer Service

Responsibilities and Achievements:

- Welcoming customers.
- Meet walk in customers and ascertain each potential customer's needs.
- Maintain knowledge of existing plans and current promotions.
- Negotiate prices and variations in prices and specifications.
- Challenge objections in order to get the customer convinced.
- Record sales information and maintain customers' records.
- Open and close cash registers, receive and process cash or credit payments.
- Review self-sales performance with a view to improve it.

Responsibilities and Achievements:

- Plan and manage recruitment and selection of staff.
- Plan and conduct new employee orientation.
- Preparing and issuing Memos to company's staff.
- Handling attendance, payroll and leaves coordination including inputting of leaves, completing forms and leaves correspondences.
- Following up regarding employee turnover, absenteeism, changes in work assignments and other employee-related aspects.
- Plan and manage recruitment and selection of staff.
- Administer compensation and benefits and ensure to be line with company policies.
- Administer compensation and benefits.
- Administer employee discipline processes and handle employee complaints and disputes.
- Identify and manage training and development needs for employees.
- Review and update employee rules and regulations.

Education

Zagazig University in Egypt

October 2006

Bachelor of Law

Skills

- Excellent organizational, follow-through and communication skills.
- Skill in handling multi-tasked assignments .
- Strong filing and records maintenance skills.
- Ability to work effectively independently or in a team environment.
- Flexible to handle frequently changing priorities.
- Energetic with ability of working under pressure.
- Able to liaise with diverse types of people on all levels to achieve work goals .
- Proactive, self-driven and positive attitude.
- The ability to solve problems.
- Excellent user of Microsoft office (word – excel –power point) & Internet.

Languages

- **Arabic:** Native speaker
- **English:** Excellent

Personal Information

Marital status: Married
Nationality: Egyptian
Gender: Male
Date of birth: 1st August, 1983
Holding UAE Driving License