

Mohammed Haris

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Languages: Arabic, English, Hindi, Malayalam, Tamil & Urdu

RESUME

Experienced **Human Resources Executive** with a proven record of accomplishment of working in both government and private sectors including Airlines/Aviation industry. Skilled in HR On-boarding, Recruitment, Business Partnership, HR Policies and Employee Training.

AREAS OF EXPERTISE

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|----------------------------|----------------------------------|----------------------------|
| ▪ Recruitment and Training | ▪ New-Hire On-Boarding | ▪ Staff Training/Mentoring |
| ▪ Workforce Engineering | ▪ Policy & Procedure Development | ▪ HR Business Partnership |

PROFESSIONAL EXPERIENCE

DUBAI ELECTRICITY AND WATER AUTHORITY (DEWA)

Feb 2018 – Mar 2019

HR EXECUTIVE – TALENT MANAGEMENT

- Provided support on policies/processes of company to line managers.
- Carried out policy reviewing, implementation and communication.
- Guided line managers in job description, manpower, internal staff movement issues, setting performance objectives.
- Provided continuous support to the corporate performance initiatives and line departments by recommending system enhancements.
- Participated in HR based projects to contribute towards process, system and HR product changes.
- Provided statistical/analytical information to senior managers in HRBP and line departments on matters such as, compensation and benefits, job evaluation, performance reviews, manpower planning and control etc.
- Based on statistical/analytical information initiate decision making process, highlighting problematic areas, recommend solutions/alternatives to problems and follow through in their implementation.

EMIRATES AIRLINE

Dec 2011 – Jan 2017

TALENT ACQUISITION COORDINATOR – HR SHARED SERVICES

- Collaborated closely with hiring-managers, recruitment and other sections of HR (Business Support, Compensation and Benefits etc.) to ensure all positions were filled with capable and competent recruits
- Clarified queries and provided support to hiring-managers, new-hires and existing employees pertaining to Company policies, local legislations, labour law and immigration procedures.
- Collaborated with 10+ internal and external service-providers to secure pre-joining approvals for new-hires and existing employees being promoted, upgraded or transferred
- Employment contract preparation and negotiation
- Regularly reviewed pre-joining processes and policies to propose changes
- Ensured every new-hire met pre-joining requirements and induction plan prior to joining.
- Conducted employment contract and joining induction for new-hires.
- Ensured travel arrangements such as entry permit, ticket, greet and drop-off, hotel booking etc. were timely planned and arranged.
- Conducted system testing based on script received from Business Support Group (BSG) and IT for HR system enhancements

DU TELECOM

Jun 2010 – Dec 2011

QUALITY CONTROLLER – SIM CARD DEPARTMENT

- Validating & indexing of sim cards.
- Controlling the entire process in the department.
- Process enquiries by phone, fax & e-mail.
- Formulating a summary of reports from the members and submitting it to the management.

EDUCATION AND TRAINING

- MBA - Human Resources Management, 2016.
- B.COM – Bachelor of Commerce, 2013.
- SAP, Success Factors and Oracle.
- Microsoft Office, Microsoft Outlook, Adobe Photoshop.