



SHIHAB MOHAMED

📍 Dubai, UAE

☎ (971) 50-3761508

✉ shihabm71@gmail.com

🌐 www.linkedin.com/in/shihab-mohamed-a6667685/

HR Management Professional

Highly experienced professional, proficient in a wide range of strategic HR functions, including organizational and leadership development; succession planning; performance management and rewards; decision support; recruitment; compensation; training; and policy formulation. Proven success in human resource system design, development, implementation, and administration. Instrumental in evaluating staff performance, loyalty, engagement, satisfaction concurrently provided appropriate suggestions for improvements. Committed to enabling the development of executive strategies, initiatives, and business objectives by focusing on the power of the organization's people. Dedicated to continuous improvement in human resource policies, procedures, and practices. Acknowledged for developing high calibre workforces at all levels by leveraging innate team building and mentoring skills. **SUCCEEDED IN ROLLING OUT CORPORATE-WIDE HR SYSTEM ACROSS 25 COUNTRIES, INCLUDING SETUP, ON-SITE TRAINING, AND SUPPORT.**

AREAS OF EXPERTISE

- | | | |
|-------------------------|-----------------------------------|-------------------------------------|
| ▪ Project Management | ▪ HR Systems Development | ▪ Policies & Procedures Development |
| ▪ Performance Appraisal | ▪ Team building & leadership | ▪ Payroll Processing & Verification |
| ▪ People Management | ▪ Succession & Workforce Planning | ▪ Recruitment & Exit Management |
| ▪ Financial Evaluations | ▪ Reports Writing & Submission | ▪ Life & Medical Insurance Mgmt. |
| ▪ Astute Communication | ▪ Performance & Risk Management | ▪ Budget Development & Tracking |

PROFESSIONAL EXPERIENCE

Euro Systems LLC.

GROUP HUMAN RESOURCES MANAGER

UAE

February 2024 to Present

A leading engineering Company specializing in design, fabrication and installation of high-value aluminium and glass façade. The Company operates in around 3 countries (UAE, QatarKSA).

Manage the complete HR Operations, which include but not limited to

- Recruitment of blue-collar workers from India.
- Manage accommodations / labour camps.
- Payroll administration.
- Manage the insurance process (medical, life, workman compensation).
- Liaison with PRO for new visas, renewals, cancellations, etc.
- Implemented SAP Payroll module.
- Employee Grievances.
- Exit Management.

Glassline Aluminum LLC.

MANAGER, HUMAN RESOURCES

UAE

June 2021 to July 2023

A leading engineering Company specializing in design, fabrication and installation of high-value aluminium and glass façade. The Company operates in around 10 countries; however, my role was focussed on the UAE Offices.

Manage the complete HR Operations, which include but not limited to

- Recruitment of blue-collar workers.
- Manage accommodations / labour camps.
- Payroll administration.
- Manage the insurance process (medical, life, workman compensation).

Continued...

- Liaison with PRO for new visas, renewals, cancellations, etc.
- HR System administration.
- Employee Grievances.
- Exit Management.
- Procedure & Policies Development (under process)

United Arab Shipping Co Ltd / Hapag-Lloyd Middle East

UAE

SENIOR MANAGER, HUMAN RESOURCES

January 2018 to August 2019

Appointed Senior HR Manager in combined entity's regional office in Dubai. Provides leadership role for managing exit process of 200+ colleagues, systems data migration to SAP HR, and re-configuration of current systems to manage payroll and accounts interfaces.

Supervises and streamlines overall day-to-day HR-related operations from staff hiring to firing. Spearheaded overall routine operations of four HR professionals, while managing HR activities for the Middle East Offices across UAE, Qatar, Bahrain, Kuwait, and Iraq. Plans, prepares, allocates, and administers quarterly/annual workforce budget, while ensuring overall operations are completed within budget. Controls payroll processing and verification for the ME offices as well as preparation of bank EDI's, financial system EDI's, and provision reports on a monthly basis. Heads process of managing full and final settlement of employees, including issuance of letters, exit meetings, end of service payments, visa cancellations, and repatriation process.

Key Contributions:

- Acted as focal point of contact for system support within company's regional network (GCC/India/Pakistan/Africa).
- Management of employee medical and life insurance policy that resulted in enhanced staff motivation and loyalty.
- Led and successfully finalized implementation of document archival system for human resources.
- Delivered executive-level technical support for administration of HR Systems, including MENA Pay and SAP HR.

United Arab Shipping Co.

Kuwait / UAE

MANAGER, ORGANISATIONAL EFFECTIVENESS

December 1997 to December 2017

Selected as application programmer in information technology department, delivered exceptional system support for Human Resources and fleet management departments. Deployed two HR systems as well as participated in company restructuring.

Designed, implemented, and administered corporate human resources systems; concurrently delivered technical support. Performed several operations, such as controlling workforce budgeting, annual planning, and reporting processes. Developed and introduced corporate-wide organization charts and functional/administrative reporting guidelines. Ensured proper employee engagement, satisfaction, and loyalty through employee engagement survey. Deployed performance management system worldwide to measure employee performance. Implemented Human Resources system; partnered with third parties for successful corporate-wide implementation. Oversaw all aspects of full employee relations management, including hiring, payroll management, employee grievance handling, and gratuity procedures. Co-ordinated with higher management to meet workforce requirements, resolve issues, and formulate effective strategies. Introduced various EDI interfaces; prepared annual staff costs for year-end provisioning. Carried out several evaluations to find differences among cost and budget; submitted reports to higher management.

Key Contributions:

- Gained in-depth understanding of data migration, data analyses, and business intelligence tools.
- Provided leadership for successful implementation of HR system across 20+ countries.
- Functioned as employee relations manager for subsidiaries/agencies located in the UAE.
- Enhanced comprehensive knowledge of payroll and other statutory requirements of all Gulf countries.
- Gained in-depth understanding and experience of HR System database development and configurations.
- Implemented required changes for the advancement of applications by collaborating with vendors.
- Setup, configured, and rolled-out employee engagement survey; developed management style dashboard reports.
- Operated as member of evaluation committee for staff life and insurance policy selection and renewals.

- Deployed fleet management systems for 25 ships, while serving as part of inter-department team; participated in onboard crew training processes to enhance skills regarding system use.
- Contributed to developing impeccable corporate human resources policies, while serving as member of corporate human resources policy development team.
- Worked as member of annual budget committee aimed at planning, preparing, and presenting work force budget actuals and proposals for the new fiscal year.
- Conducted requirement study for each location, managed system configuration, organized local training; conducted statutory requirements studies of various Asian and European countries related to system implementation.
- Assisted key users with localized reporting requirements through development of cross-application; concurrently developed interfaces for management of financial accounting, E-learning, and time attendance.

ADDITIONAL EXPERIENCE

Computer Programmer / Al Babbain Group / Kuwait / 1993 to 1997

EDUCATION & CREDENTIALS

Bachelor of Commerce: 2010 / Dr. Bhimrao Ambedkar University Agra / Agra, India

Diploma in Computer Applications: 1992 / Apple Education Institute / Coimbatore, India

Change Management / Finance for Non-Finance Managers / Project Management / UAE Labor Law

TECHNICAL PROFICIENCIES

Development: Visual Basic, COBOL

Databases: AS/400 DB2, MS SQL, Sybase SQL Anywhere

Applications: MS Office, Hyperion BI, OpenText Doc Management, CODA Financial Accounting, Mena Pay HR System, Taleo On-line recruitment, Bayt on-line recruitment, Net Dimensions E-Learning