**ABDULHAKIM MUSLEH DATED: 15-10-2018**

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**JOB OBJECTIVE: seeking for senior level positions in HR, Recruiting ISO Auditing Leader (QMS) Administration, with leading Multinational Organisations. (Excellent bilingual experience in HRD)**

**PROFESSIONAL PROFILE**

* A dynamic HR Professional with **over 18 years** rich experience in Strategic HRM; Staffing Plan; Saudization; Recruitment, Resourcing & Development; Performance Management; Evaluations; Upgrading; Planning on Vacations; Training; Compensation & Benefits; and General Operations of Administration etc.
* Experience in implementing HR Systems and Policies, conducting Training Programs towards enhancing employee productivity and building committed teams.
* Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
* An enterprising leader with the ability to motivate personnel towards achieving organisational objectives and adhering to industry best practices.
* Certified ISO Leading Auditor ( QMS ) from MOODY INTERNATIONAL0) IRKA – ENGLAND .

**AREAS OF EXPERTISE**

**HRD Certified ISO Auditing Leader**

**Strategic HRM**

* Interfacing with Management and Heads of Department for implementing HR Policies & Procedures in line with core organisational objectives.
* Coordinating for the development of Departmental Budgets and ensuring adherence to the same.
* Effectively managing welfare measures, management - employee get together, team building etc. to enhance motivation levels and productivity.
* Ensuring that localization and social security programs are properly carried out in coordination with other divisions.

**Recruitment, Resourcing & Development**

* Responsible for the HR function within Company
* Member of the management team in Company
* Manage recruitment and selection of all new Company employees and contract staff.
* Provide consultation to management on employee relations issues, and manage all disciplinary issues within the company. Manage all redundancy situations including calculations, financial guidance and communications to affected employees.
* Management of Health and Safety for the entire site including risk assessments, audits and revisions of policy and procedures. Engage with consultants on an ad hoc basis.
* Work closely with management and employees on all grievance issues within the company.
* Work closely with senior management to identity, develop and implement training and development programs in line with the business objectives.
* Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.
* Management of the full recruitment process including sourcing strategy; interviewing; reference checking; making offers to candidates; driving and delivering induction training.
* Responsible for the development and delivery of the employee induction program.
* Design and implementation of a company-wide performance management system that is linked to the core vision and objectives of the business. Provision of on-going consultation to management on performance related issues.
* Design of a merit increase and salary review system with built in factors such as salary review budget, company performance, individual performance, market rate of the job and internal equity to ensure fair and equitable review of salaries within the business.

Delivery of training to employees on a regular basis – e.g. induction training; quality training; training on effective recruitment and performance management

* Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
* Designs the selection matrix for choosing the optimum recruitment channel and recruitment source
* Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization
* Builds a quality relationship with the internal customers and external recruitment agencies
* Monitors and constantly reduces the costs of the recruitment process
* Sets the social media communication strategy for different job profiles and functions in the organization
* Conducts job interviews for the managerial job positions (or key jobs in the organization)
* Monitors the labor legislation and implements required changes to keep the process compliant
* Manages and develops the team of HR Recruiters
* Acts as a single point of contact for managers regarding recruitment topics
* Designs training recruitment for HR Recruiters and line managers

Key Skills

* Excellent communication skills
* Excellent negotiation skills
* Job Interviewing Skills
* Managerial and leadership skills
* Analytical skills
* Social Media Knowledge
* Training Skills
* Coordinating with all Honeywell Human Resources Managers in USA / Europe / Middle East / South East Asia on sourcing skills, relocation and developing the manpower pool.
* Arranging appointment letters, employment contracts and coordinating with Personnel section for new recruit’s visa, NOC, residence, etc.
* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Planning human resource requirements in consultation with heads of different functional & operational areas, organising selection interviews and induction programs.
* • التحليل الوظيفي • Job Analysis
• الوصف الوظيفي • Job Description
• نظام الاختيار والتعيين • Recruitment and Selection
• نظام تقييم الأداء • Performance Appraisal
• نظام التعويض والمكافأة • Compensation and Benefits System
• تطوير الموارد البشرية • Human Resources Development
• نظام تحفيز الموظفين • Motivation and Incentives
• تخطيط الموارد البشرية • Human Resources Planning
• وضع الصلاحيات والمسؤوليات • Authorities and Responsibilities
• وضع وتحديث الهياكل التنظيمية • Organization Structure
• وضع أنظمة السلامة • Health and Safety
• دراسة مشاكل العاملين ومعالجتها • Employee Problem Solving

**Compensation Management**

* Overseeing processing of Payroll across the organisation in line with defined Remuneration Policies.
* Working on Oracle ERP HRMS system; including Element entry upload, Calculation of overtime, Pre-payroll check, Payroll Run & Rollback process, Final Settlement process.
* Checking accuracy of payroll with control reports and ensuring 100% accuracy. Running the Costing process, reviewing costing entries generated by system & transferring payroll to GL.
* Interacting with various departments in resolving the issues related to payroll.

**ADMINISTRATION**

**General Administration**

* Ensuring the effective rendering of Facilities like Transport, Canteen, Security, Housekeeping and overall supervision of Welfare amenities.
* Monitoring adherence to Statutory Regulations & Compliance with various Governmental Agencies; monitoring Disciplinary issues & Legal matters.

**Facilities Management**

* Developing budgets & annual plans to managing facilities as per organisational needs & parameters.
* Taking care of commercial activities like company lease deed, registration and vehicle insurance.
* Negotiating with & finalising Service Agreements with reliable contractors for execution of servicing works as per budgeted parameters.

**Liaison / Coordination**

* Interfacing with the local sponsor on visitor employment visas, work permits residencies, D/Licenses and port passes.
* Coordinating with Department Managers on employee housing, medical, leave schedules and traveling.
* Negotiating, administering, insurance policies, such as Life / PA / Workmen’s Compensation / Fleet / Comprehensive General Liability / Fire / Group Medical / Builder’s Risk Policies.
* Liaising with brokers and underwriters on the above policies.

**CAREER HIGHLIGHTS**

1988 – 1993 Jordanian Silver Arrow , as Office Manager – Administration

1993 – 1998 United Nation Agency – Amman , Administration officer

1998 – 2002 Abdullah Abdulghani Co. Toyota Dealer – Doha , Qatar. Administration Manager.

2002 – 2007 Aljomaih Automotive Company, GM largest Dealer in the Middle East,

 Admin . Manager reporting to the GM.

2007 – 2012 Arabia Insurance company, Senior Admin Assistant to the CEO (Recruiting, HR) consultant.

January 2012 to July 2014 , X-Plus (outsourcing company) HR Manager .

2014– 2018 OSG – Management Records – Hr Manager

Skills :

# Steering initiatives towards achievement of organisational goals with chief responsibilities pertaining to Resourcing & Recruitment, Performance Management, General Administration, Welfare / Industrial Relations (IR) and Training. Leading a team of 8 personnel.

* Recruited more than 300 employees successfully. Recruiting personnel for all departments i.e Sales person, Engineers, Technicians, Accountants, Drivers, Govt. Relations, and Managers.
* Supporting Managers in dealing with complex employee related issues.
* Conducting Induction of new employees and preparation of documents related to the new recruit.
* Maintaining personnel records, leave schedules, auto fleet, Iqama, Passport, Driving License and other records related to employees.
* Providing medical facilities to all employees through various medical clinics, to issue medical referral to employees as required.

**ACADEMIC QUALIFICATIONS**

* **Diploma :** Amman Training Collage, **UNRWA** ( United Nations Agency) 1988
* **QMS CERTIFIED : IRCA**  – ENGLAND

**PERSONAL DOSSIER**

**Marital Status :** Married with 4 kids

**Nationality :** Jordanian

**Religion :** Islam

**Present Address : AMMAN – SPORT CITY Area.**

**Languages known :** English, Arabic,