

MOHAMMAD SALEEM

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Manama, Kingdom of Bahrain



Summary profile

HR & Admin professional with above 17 years of experience in strategic & operational Human Resources management; Having an in-depth understanding of business and human behavior, administration, able to lead, develop & support teams to get the best of individuals for all HR activities and projects

Key Competencies (HR & Administration Fields)

<ul style="list-style-type: none">➤ Recruitment & Selections➤ Training and Development➤ Performance Management➤ Compensation and Benefits➤ Payroll Administration➤ Developments of HR strategy➤ General Procurement	<ul style="list-style-type: none">➤ Budgeting & Forecasting➤ Government Relations➤ Employees Relations➤ Change Management➤ Administration➤ HRMS Systems (SAP/Success Factors & Oracle)➤ Employees Grievance
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EXPERIENCE

Oct 2015 – Present **EAGLE HILLS DIYAR W.L.L.**, Bahrain

<http://www.eaglehills.com/> <http://www.marassialbahrain.com>

Assistant HR & Administrative Manager

Eagle Hills Diyar is a Joint Venture between Diyar Al Muharraq, one of the leading urban developers in Bahrain; and Eagle Hills, the private real estate investment and development company based in the UAE with ongoing projects in Serbia, Ethiopia, Nigeria, Jordan, Morocco, UAE & Bahrain. Eagle Hills Diyar is currently developing 'Marassi Al Bahrain' a highly distinguished urban project located on the Southern Beaches of Diyar Al Muharraq.

Reporting to the Managing Director of Eagle Hills Diyar, I am responsible for

- Assist the team in day to day management of HR and development functions ensuring adherence to all policies, procedures and controls
- Responsible for adherence to Bahrain Labour Law, LMRA and other relevant laws and regulations. Dealing with LMRA & GOSI on new hires, cancellations & pre-employment procedures & renewals
- Management of innovative recruitment and selection practices ensuring cost effective strategies to maximise the supply of high-quality resources. Preparation of job descriptions and liaising with recruitment agencies if required. In-charge of new employee onboarding & induction. Ensuring new employees are appropriately set-up with their departments and receive a complete induction
- Training and development to suit department and individual needs
- Responsible for implementation and maintenance of performance management system. Monthly HR Dashboards created for the Senior Management summarising turnover statistics, exit interviews, employee issues, recruitment updates with progressive solutions.
- Managing the leave system, End of services, annual employee surveys, compensation and benefits practices to ensure market competitiveness.
- Ensure implementation, update & adherence to HR policies & procedures, Code of Conduct, Employee Handbook, Labour Law, GOSI & other internal and external regulations.
- Implementation and incharge of employee communications (Newsletters, Staff

announcements). Works closely with other members of the HR team and liaise with other HR professionals in other organizations in order to develop best in class human resources practices.

- Administer and annual renewal of employee's medical and life insurance and act as the focal point between the employees and the providers.
- Generating official documentation such as employee offers, employment contracts in dual language as per the internal policies and labour law. Handling general correspondence to external institutions including issuance of salary, NOC letters etc to the employees.
- Main contact for providing information, respond to queries and providing advice and guidance to the employees.
- Managing the office administration such as record system, recording office expenditure and managing the budget with Finance together with office layout and maintaining supplies of stationary and equipment.
- Performance Management through Success Factors. Ensuring KPIs are understood and uploaded by each employee in the system at the beginning of the year, ensuring meeting with the Heads and Mid-Year Review followed by Final Assessment near the Year End.

Jan 2014 – Sep 2015

INTERNATIONAL PEACE INSTITUTE (IPI)

MENA region Manama, Kingdom of Bahrain

www.ipinst.org/

Office/Events Manager cum HR Officer

The International Peace Institute (IPI) is an independent, international not-for-profit think tank dedicated to managing risk and building resilience to promote peace, security, and sustainable development. IPI has offices facing United Nations headquarters in New York and offices in Vienna and Manama. With staff from more than twenty countries and a broad range of academic fields, IPI has offices facing United Nations headquarters in New York and offices in Vienna and Manama.

Reporting to the Director of International Peace Institute, Middle East and North Africa office. I was responsible for setting-up of the operations in the Kingdom of Bahrain. Responsibilities includes recruitment & selection, managing filing systems, management of social media, developing and implementing new administrative systems such as record system, recording office expenditure and managing the budget together with office layout and maintaining suppliers database. Preparation of HR policies & employee induction program & handbook.

Involved in the organizing and execution of high-level meetings in Bahrain, Egypt and Vienna together with the arrangement of logistics for the participants. Admin assistance to the MENA Director on daily basis. Incharge of arranging the meetings, flights and accommodation for International Advisory Board of IPI MENA. Financial reporting on a monthly basis to the Finance Director in IPI New York office.

June 2002 – December 2013

ERNST & YOUNG Manama, Kingdom of Bahrain

www.ey.com/me

Office Manager / Supervising CBS Coordinator

Reporting to the Partner of Transaction Advisory Services. I was responsible for assisting my department with all administrative requirements. In addition to that, I was responsible for updating the accounts such as sales gained, preparing and updating monthly sales gained and reporting to the Partner. I was also involved in delivering administrative functions that focuses

on system and process development as well as delivering a high standard of client service to all associates and ensuring that these efforts are aligned with company vision, strategy and core businesses. My responsibilities also included:

- Managing client meetings, updating the client database and assisting the Senior Partner in the capacity of Executive/Personal Assistant
- Liaising with the Global team in arranging/facilitating trainings for the new joiners and experienced staff. Arranging travels, hand-outs, etc. for the staff for the trainings and travel for the company for major meetings, such as Partners Annual meeting, etc.
- In charge of the operation of Ernst & Young's Global Financial Information System (GFIS) – An EY Global Platform to enhance staff utilization.
- Assisting my staff in preparation and collection of market / financial feasibility - valuations. Highly involved in carrying out market researches / surveys for esteemed organizations.
- All correspondence sent to the client, updating clients records, milestone achievements and arranging meetings with clients.
- Open/ close engagement codes, monitor the time charged to clients, calculate the recovery and dealt with all aspects of billing.
- Supervising my assistant Coordinators on the daily basis, reviewing their work and assigning them duties as and when required.
- Involved in preparing the proposals for all service lines (Transaction Advisory Services, Technology and Security Risk Services, Corporate Finance, Statutory Advisory Services, Executive Recruitment Services) under Advisory Group.
- Highly involved in preparing the invoices / fee notes for all the clients in the BAS department. Actively tracking/monitoring the debtors and following up with them on the status. Keeping a track of all the invoices for each department and sending the reminder of the outstanding invoices.
- Actively involved in the Executive Recruitment Services department. My responsibilities include searching of CVs in the database, preparing shortlists / matrices, preparing interview reports, communicating between the client and the candidates, following up with the client on billings and sending reminders, preparing employment contracts.
- Providing back-office support to the clients as and when required which includes public surveys.
- Managing and providing Payroll and HR services for one of our leading clients in Bahrain,
- Other ad hoc matters as and when required by the Partner and Executives.

EDUCATION

1997-1998	Army Public School, Gujranwala, Pakistan Matriculation (O'Levels) – High School Certificate (Federal Board)
1998-2000	Karachi University – Federal Board of Pakistan - Intermediate in Commerce (I-Com)
2000-2001	Karachi University – Federal Board of Pakistan - Bachelors in Commerce (B-Com)

SKILLS/COURSES

- Project Management Foundations Certificate – LinkedIn
- Talent Sourcing Certificate - LinkedIn
- Attended various soft skills sessions in Middle East region such as Time Management, Ability to work under pressure, etc. Yearly attendance of Bahrain Labor Law refresher. HR do's & don't's. Employment law and Rights.
- Client, Supplier & Employee Relations
- General Administration/HR/Procurement
- Able to work collaboratively in a team effort
- Exceptional communication and interpersonal skills
- Confident and strong initiative: self-starter
- Excellent written and verbal communication skills.
- Ability to deal with people from diverse backgrounds.
- Possess excellent client & employee relationship development skills.
- Excellent knowledge of IT, financial & data processing terminology and concepts.
- Software Programs Used: Microsoft Office & Oracle (*Access, Binder, Excel, Outlook, PowerPoint, and Word*) & SAP/Success Factors.
- Ability to work under pressure.

REFERENCES

Available upon request.
