

Ehsan Janahi, CAHRI

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Senior HR Generalist with a Career Spanning Over 9 Years
Managing 5 Staffs Covering HR Functions for 6 Companies & 500+ Employees
AHRI HR Professional Member 2014 to Date

Employment, Experience & Skills

Current Employment:

- Gincio Group, Sharif Carpentry & Decor, Dubai Jan 2013 - Date
HR & Administration Manager

Responsibilities:

- Design and develop HR policy.
- Compliance to UAE Labor Law.
- Gather monthly timesheets and calculate salaries and overtimes.
- Calculate leave salaries and severance pays.
- Manage loans and employees accounts.
- Salaries transfer as per (WPS) wages protection system.
- Design and develop grade structure, and financial and non-financial benefits lists.
- Prepare detailed monthly reports to Finance Department presenting all details in the amounts transferred to the employees accounts.
- Prepare monthly reports to Management presenting each project working hours and cost (manpower perspective).
- Prepare manpower planning annually identifying existing manpower, required manpower and shortage. Prepare plan to fill the shortage.
- Create and maintain relationships, and execute agreements with recruitment agencies inside and outside UAE. Build partnerships for recruitment.
- Gather applicants CVs through various methods. Run CVs scanning and filtration. Conduct interview in several ways more than once. Select candidate. Negotiate employment contract with selected candidates and execute.
- Employee joining procedure and orientation.
- Maintain Job Description Book.
- Manage job leaving. Negotiate with employee to stay. Conduct exit interview.
- Prepare annual reports to Management related to Employee Turnover, work environment and job satisfaction.

- Conduct probation period performance reviews twice to give chance to correct things and save recruitment costs. Conduct performance review for permanent employees twice a year covering 3 criteria.
- Prepare reports to Management presenting employees performance reviews results and recommendations.
- Manage employees leaves and vacations.
- Provide psychological, legal and personal support to employees.
- Manage employees workplace, environment and working conditions.
- Manage employees related Governmental documents at MOL (ministry of labor), Immigrations, Municipality, Civil Defense, and Health Authority.
- Design and develop health and safety policy. Issue and maintain best health insurance. Issue and maintain WCIP (workmen compensation insurance policy).
- Manage employees accommodations.

Achievements:

- Design and develop HRIS (HR Information System) and transform 500+ employees data and records into the HRIS.
- Built strong HR team that covers HR functions for 6 companies & 500+ employees.
- Author of Employee Handbook, a manual guide for employees to understand Company HR policy and procedures.
- Author of Job Description Book, a manual to all Company's jobs titles, job descriptions, job specifications, work environment and risk assessment.
- Lead a team and successfully certified the Company ISO 9001:2008 in 2 months time.
- Design employee's file with its sections: (1) performance and training, (2) compensation and payroll, (3) health and safety, (4) Employment and Letters, and apply on 500+ employees.
- Successfully implemented IBAN upload for 500+ employees accounts.
- Documented and designed process charts for all HR procedures.
- Created confidentiality grades and authority for HR department information and documents.
- Create and leave Quality Circle, a committee that its main objective is to develop the quality and reach total quality management.
- Correct overtime, leave salary and severance pay calculations to comply with UAE Labor Law.

Previous Employments:

- Sharif Carpentry & Decor, Dubai Jan 2008 – Dec 2012
Assistant HR & Administration Manager
- Shelfco Metal Industries, Dubai Aug 2006 - Dec 2007
HR & Administration Officer/Public Relation Officer

- Schlumberger, Dubai Mar 2013 – Jun 2013
Master Data Quality Center - University Internship
- Dubai Municipality, Dubai 2005
Census Surveyor - Temporary Job
- HSBC Middle East, Dubai 2004
Summer Trainee - Student Job

Areas of Expertise:

1. UAE Labor Law
2. Compensation and Payroll
3. Performance Management
4. Attraction, Recruitment and Selection
5. Office Management and Secretary
6. Government Procedure
7. Employees' Accommodation Management
8. Employee Relations

Computer Proficiency:

- HRIS (HR Information System).
- Microsoft Office (Word, Excel, PowerPoint, OneNote, Outlook).
- Website Development (HTML, MS FrontPage & Dreamweaver).
- Computer hardware setup, configuration & installation.
- Advanced level in operation systems Windows and Mac.
- Expert in Internet researches and information collecting.

Education & Development

Education:

- Bachelor in Business & Quality Management 2009 - 2013
Hamdan Bin Mohammed Smart University, Dubai
- Professional Diploma in Human Resources 2009 – 2010
Australian Human Resources Institute, Australia
- Scientific Stream High School Certificate 2004 - 2005
Al Wuhaida Boy's School for Secondary Education, Dubai

Courses and Development Programs:

- Personal Finance Jan 2016 - Feb 2016
Emirates Foundation, Dubai
- Mentorship Program Apr 2015 - Apr 2016
Australian Human Resources Institute, Australia

Memberships:

- Certified Professional Member (CAHRI), 2014 - Date
Australian Human Resources Institute, Australia

Personal Information

- Nationality: Kingdom of Bahrain
- Place & Date of birth: Dubai, 22 June 1986
- Languages known: Arabic & English
- Address: Dubai, Al Hudaiba
- Marital status: Married
- Hobbies: Astronomy, reading, playing chess, playing Sudoku, and solving puzzles

Psychological Traits

Psychology and Personality Traits:

- Strategic Thinker: Proven ability of developing insightful strategies, capitalizing on capabilities and converting potential into opportunities.
- Change Agent: Utilizing result-driven approach and growth-centered mind-set to drive positive change in the organizational culture; believes in leading by example.
- Persuasive Communicator: Effective articulation ability; can achieve clarity and persuasively secures buy-in and commitment.
- Analytical and Logical mind: Analyzing cases logically with best practice methods.

Strengths Finder 2.0 Result:

1. Analytical: People who are especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation
2. Intellection: People who are especially talented in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.
3. Individualization: People who are especially talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how people who are different can work together productively.
4. Achiever: People who are especially talented in the Achiever theme have a great deal of stamina and work hard. They take great satisfaction from being busy and productive.

5. Deliberative: People who are especially talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.