

# MOHAMMAD NOOR HOSSAIN

**Accomplished professional** with proven career in implementing effective strategies that can add value to organizations through vast experience & innovative excellence. Targeting planned assignments in **Human Resource Management** with organizations by leaving mark of excellence at each step



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## CORE COMPETENCIES

Human Resource Management  
Policies and Procedures  
Compensation & Benefits  
Payroll Management  
Recruitment/Selection/Talent Acquisition  
Employee Relations/Engagement  
Exit Management  
Performance & Leave Management System  
Statutory/Legal Compliance  
Government Visa Work as per UAE Law  
On-Boarding Documentation  
Budgeting & Forecasting



## CAREER TIMELINE

**Jan'2024 to Till Date**  
Alleanza Healthcare LLC (DXB)

**Aug'2021 to Nov'2023**  
Space World

**Nov'2015 to Jul'2021**  
Reliance Contracting Co. LLC

**Jun'2011 to Oct'2015**  
Cortex Engineering Co.

**Mar'2008 to May'2011**  
Square General Construction LLC



## PROFILE SUMMARY

1. An **enterprising dedicated professional** with **15 years of experience** in **HR initiatives** and **Payroll management** to support bottom-line results, streamlining operations and improving employee productivity through HR solutions.
2. Skilled in working with Management for **integrating HR functions with overall Business Goals & Industry Standards** by analyzing employee needs & missions of the organization
3. Engaged in the **strategic framework** for 360 Recruitment & Talent Acquisition, Employee Relations, Leaves & Attendance Administration, Payroll Management, HR Finance, based system implementation, HR Business Support, HR Budget & Planning, HR Policy Development, Employee Satisfaction and Staff Development
4. Involved in **formulating policies** for manpower planning, internal control, induction, orientation & development of new candidates, employee engagement activities, employee grievance management & bringing in innovative and advanced practices
5. Leveraged capabilities in **Compensation & Benefits - Payroll Functions** entailing computation of salaries, attendance, leave, fixed & variable entitlements, & deductions for loans with skills in validating the input and output & responding to employee's queries
6. Showcased **team leader skills by managing & administering a team of HR professionals** and expertise in managing the payroll processing functions while designing, implementing and administering payroll policies and procedures to ensure timely compliance with statutory obligations
7. Processing all **Government Relations** procedures such as Visa Typing, Work Permits, Job offers, Dubai Insurance Company payment, Approvals, Apply Residence Visa, Visa Medicals, Federal Authority for Identity Citizenship Customs & Ports Security for Dubai, Abu Dhabi, Sharjah, and other Emirates for all kinds of typing visa renewals, Cancel residence, EID typing, Biometric, all end-to-end process, manage all Emiratis Pension Scheme by Registering Emiratis and update percentage Hire from Nafis Portal according to Tawteen report and update in quarterly (MOHRE)
8. Skilled in enhancing **employee satisfaction, applying performance management system, compensation & benefits, rewards & recognition programs and competency framework** to support the business and building processes with a pragmatic approach



## TRAININGS & SEMINARS

- Seminar on "Stress Management" from Blue Ocean Academy - 2014
- UAE Civil Defense Training - 2014



## TECHNICAL SKILLS

- Dynamic Module HREX 365, Oracle HCM Modules.
- SQL Data Analysis Report, Accounting packages Tally ERP 9, Quick Book, Easy Ware, ESSSL Cloud, Hinawi, Marg ERP, Zoho Cloud
- MS Outlook Express, SAP ERP Module, Corel Draw, Chat GPT AI Tools, VBA+Tableau, Power BI
- MS Office, MS Excel (Advance), Lotus Note 7 & Windows 98/2000/XP
- Graphic Designing (Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe Pagemaker and Quark Express)



## ORGANIZATIONAL EXPERIENCE

### Jan'2024 to Till Date: Alleanza Healthcare LLC (DXB) - Senior Human Resources & Payroll Specialist

- Streamlined 360 Recruitment and Talent Acquisition
- HREX 360 Dynamic software operating, implementing data, updating & costumizing all ledger reports by mapping Power Business Intelligence Reports.
- Process all types of Visa, Work Permit, Job offer, Dubai Insurance Company payment, Approvals, Apply Residence Visa, Visa Medicals, Federal Authority for Identity Citizenship Customs & Ports Security for Dubai, Abu Dhabi, Sharjah and other Emirates for all kinds of typing visa renewals, Cancel residence, EID typing, Biometric, all end-to-end process, manage all Emiratis Pension Scheme by Registering Emiratis and update percentage Hire from Nafis Portal according to Tawteen report and update in quarterly (MOHRE).
- Employee Onboarding and Offboarding, ensuring smooth processes for new employees, Managing exit interviews.
- Handling employee grievances, providing conflict resolution support, addressing employee concerns and promoting positive work environment, implementing policies and procedures to maintain positive employee relations.
- Supporting performance appraisal systems and being part of providing guidance to managers on performance evaluations and goal settings, identifying training needs and coordinating training programs.
- Administering employee benefits programs such as health insurance, retirement plans, and leave policies. Managing payroll processes and ensuring accuracy.
- Payroll & WPS processing, collecting and verifying Attendance report information, calculating wages, salaries, deductions. Ensuring accuracy in payroll processing, Emiratis Pensions Contribution & including all deductions, bonuses, and commissions, salary transfer through WPS with different establishment, maintaining accurate payroll records for all employees.
- Processing payroll transactions in a timely manner, every cutoff date basis. Generating and distributing paychecks or facilitating direct deposit payments, maintaining exchange cards for those who don't have bank account. Ensuring compliance with laws and regulations. Overtime calculation as per UAE laws according to approved time sheet. Addition and deduction, loan amount tracking, any extra other allowances.
- Medical Health Insurance, Malpractice, MOH, DHA, DOH, License & for Medical Health Insurance new addition and deletion every year quotation rate premium brings good category and good coverage all over the UAE. Workmen compensation claim and renewal transportation Vehicles license Mulkiya, Salik Registration.
- Leave tracking, Leave Settlement & Final settlement Exit Clearance other expenses cost deduction and report filing.
- All company license Activation, Renewal, Modification & keep tracking daily updated.

### Aug'2021 to Nov'2023: Space World - Human Resource & Payroll Specialist

- Streamlined **360** recruitment and Talent Acquisition and Recruitment Strategy selection process resulting in a **10%** decrease in time-to-hire, utilizing innovative hiring tools and techniques to attract high-performing employees & Define Job Requirements, Internal Talent Pool, Employee Referrals, Employer Branding, Application and Resume Screening, Assessment and Skills Testing, Background Checks and References, Onboarding Process, Offer and Negotiation.
- Processing payroll, final settlements and employee's advance leave payments, printing reports to verify the payroll results, correcting detected errors, generating the payroll sheet and sending the same to the Finance Department for processing.
- Streamlined HR end-to-end processes by implementing automated systems resulting in a **20%** reduction in processing time and increasing accuracy by **15%**.
- Administering the entire gamut of HR operations including employee on-boarding, performance management, compensation, payroll, employee engagement & attrition control.
- Established on boarding process resulting in **100%** of new hires signing Contract of Employment on their first day, ensuring compliance with company policies and reducing legal risks.
- Streamlined payroll process by implementing a new software system, resulting in **10%** reduction in processing time and **10%** analyzed attendance data for workforce of **1800+** employees, identifying trends and patterns that led to the creation of targeted training program for managers on how to address attendance-related issues. This program resulted in a **10%** decrease in employee turnover and decrease in errors.
- Developed customized reports to track employee attendance and overtime hours from the biometric device data, enabling managers to make data-driven decisions regarding staffing needs and reducing labor costs by **10%**.

### Nov'2015 to Jul'2021: Reliance Contracting Co. LLC, Abu Dhabi, UAE – Human Resource & Payroll Administrator

- Recruitment Overseas Blue Collar & White Collar & till Employee Onboarding end to end process. Talent Acquisition and Recruitment Strategy, used Applicant Tracking System (ATS).
- Compensation and Benefits as per company Policy & UAE Law policy upto date followup. Legal and Regulatory Compliance.
- Employee Development Programs, Performance Management Alignment, Employee Engagement and Retention.
- Employees Annual Leave & Final Settlement calculation as per UAE Law & also any Deduction & Addition to be check.
- Employee Relations and Conflict Resolution, Develop Clear Policies and Procedures, Performance Management.
- Health and Safety main Medical Insurance yearly renewal add or cancellation and workmen compensation.
- Updated clocking Time Machine System/Clocking, Report/Holiday, Forms/Weekly Timesheets/Absence Info/Early Leave Forms/Overtime Sheets
- Generated leave & final settlement and calculated the same as per UAE Law
- Established gross net report through Oracle or ESSL System
- Updated different allowances like HR, Food & Accommodation and Deduction

### Jun'11 to Oct'15: Cortex Engineering Co., Abu Dhabi, UAE as Human Resource Generalist & Payroll Coordinator

- Spearheaded sourcing & pre-selection of new staff; created & managed sourcing database as per company specific software applications encompassing ERP, Hinnwai, Easyware, ESSL Oracle
- Prepared offer letters, contract condition & staff compensation
- Managed monthly payroll processing of over 1000+ members WPS; uploaded bank through exchange or wire transfer complete process; acted as a Cost Analyst for monthly cost allocation for company budgeted
- Engaged HRIS Admin & Staff Appraisal; supervised Entry Training & Periodic Staff Welfare, Promotions & Increments

5. Administered policies/practices, exit procedures, discipline, grievance, counseling
6. Applied for employee Medical Health Insurance and updated logs accompanied with claims & workmen compensations
7. Managing end-to-end recruitment life cycle and ensuring adherence to the process with involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance
8. Administering the entire gamut of HR operations including employee on-boarding, performance management, compensation, payroll, employee engagement & attrition control
9. Auditing the existing benefits packages and total remuneration (cash remuneration plus benefits) against employer and employee needs.
10. Preparing reports by compiling summaries of number of new employees, deductions, and leave, return from leave, termination, and resignation
11. Processing payroll, final settlements and employee's advance leave payments, printing reports to verify the payroll results, correcting detected errors, generating the payroll sheet and sending the same to the Finance Department for processing
12. Managed the administration of Pension Contribution for eligible UAE/GCC nationals to the Pension Authority
13. Managing the entire operations pertaining to arranging the offer & appointment letters, issuing confirmation, promotion/increment and change in designation letters, maintaining e-personnel files of on-roll employees, opening of salary account, help desk arrangement, new joiners' induction, end-to-end maintenance of Leave Management System, HR communication, HR budget planning, allocation, forecasting & cost control
14. Performed several roles like conducting process & business assessment, finding new processes, determining gaps in existing process, provided ERP solutions and implemented improvements & innovations
15. Analyzed impact of change with existing structure and implemented the same on the system with business teams
16. Providing the Training to end users and Department Champions on all implemented system



## PREVIOUS EXPERIENCE

**Mar2008 to May2011: Square General Construction, Abu Dhabi, UAE - Human Resources Officer & Insurance Coordinator**

**Jan2005 to Dec2007: SB. Engineering Private Limited Company, India - Administration Officer**



## EDUCATION

- **Bachelor of Commerce (Senior Accountancy)** from Chaudhry Charan Singh University in **2008**
- **Diploma in Microsoft Excel** in MS Excel Formulas in **2010**



## PERSONAL DETAILS

Date of Birth:	18th July 1987
Languages Known:	English, Arabic, Hindi, Urdu and Bengali
Nationality:	Indian
Marital Status:	Married (4 Dependents)
Passport Number:	M9976819
UAE Driving License:	Holding Valid UAE Driving License
Visa Status:	Employment Visa (Serving Notice)
Address:	Deira, Dubai – United Arab Emirates