



HADEER MOHAREB

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Summary

Strategic and results oriented **People and Culture Director with over 14 years of diverse HR experience in the UAE**. Expertise in **cultural transformation, employee engagement**, optimizing **recruitment strategies**, and implementing impactful **Diversity, Equity, and Inclusion (DEI)** initiatives. Proven ability to align HR initiatives with organizational goals, creating a vibrant and supportive workplace. Skilled in leveraging **data analytics** and **employee insights** to enhance engagement and drive overall performance. Recognized for building high-performing teams and nurturing an inclusive culture that fosters innovation and collaboration. Committed to driving organizational success through effective people management and strategic HR practices.

Education

Ain Shams University – Cairo Egypt – 2009
Bachelor's degree in commerce

CIPD Level 5 – London UK– 2024
Diploma in People Management

Skills

- Organizational Culture and Employee Engagement.
- Talent Acquisition - 360 Recruitment.
- Compensation and Benefits.
- Strategic workforce Planning.
- Diversity, Equity, and Inclusion (DEI).
- HR and legal Compliance.

Work Experience

HR Director - People and Culture

VIWELL The Total Wellbeing Platform

Tech driven SaaS platform focused on Employee wellbeing and workplace culture

Dubai, UAE

Sep 2022 – Present

- Increased Employee Engagement targeted morale boosting initiatives, including structured feedback sessions.
- Streamlined 360 Recruitment strategies, saving time to hire through optimized sourcing channels and refined interview protocols.
- Developed and implemented wellbeing programs resulting in enhanced job satisfaction and fostering a proactive health culture.
- Led Internal communications initiatives that boosted engagement scores and improved organizational transparency through monthly feedback and open Q&A Sessions.
- Ensured Legal Compliance by implementing regular compliance audits and policy alignment sessions.
- Led the design and execution of Performance management systems, aligning 95% of employee goals with corporate objectives.
- Launched Career progression and succession plan for high potential employees, increasing leadership pipeline.
- Implemented HR Information System HRIS that automated administrative tasks and improved data accuracy.
- Drove Cost saving Initiatives by identifying key areas for budget optimization.
- Organized Team-building events and wellbeing programs, resulting in an increase in employee satisfaction score.

Human Resources Business Partner

United Aviation Services – UAS International trip Support.

A global leader in trip support offering comprehensive aviation services in executive travel and air charters.

Dubai, UAE

Apr 2024 – Oct 2024

6 Months Project by CEO's selection who owns both companies VIWELL and UAS.

- Successfully Led a Cultural transformation project, increasing employee engagement scores and creating a more inclusive workplace through targeted DEI initiatives.
- Designed and implemented a Culture deck that communicated organizational values and associated benefits.
- Championed Diversity and inclusion initiatives DEI to foster a more inclusive workplace that improved diversity representation.
- Rolled out targeted Employee Engagement Strategies, such as regular feedback sessions and professional development resources, resulting in an increase in employee retention.
- Conducted regular Employee surveys to capture actionable insights, leading to enhanced employee satisfaction.
- Facilitated leadership development workshops, resulting in improvement in management effectiveness score.
- Launched employee Recognition programs including monthly awards and peer nominations, which increased employee motivation and reinforced cultural alignment with core organizational values.

Work Experience

Head of HR and Legal

Interpro Manufacture FZCO

Canadian Manufacturing company

Dubai, UAE

April 2018 – Sep 2022

- Led HR operations and legal compliance for a manufacturing company with a 250+ workforce, ensuring adherence to UAE labor law and reducing compliance risks by conducting quarterly audits.
- Managed license and rent renewals, maintaining regulatory compliance, and ensuring uninterrupted operations.
- Secured JAFZA EHS approvals and facilitated employee visa processing new and renewals, reducing processing time by 30% and ensuring timely compliance with regulatory standards.
- Created Job descriptions for new roles and developed HR policies, establishing clear expectations and compliance frameworks.
- Implemented Key Performance Indicator (KPI) aligning individual contributions with organizational objectives.
- Delivered legal support on employment related matters, resolving 95% of employee grievances and fostering a compliant, positive workplace environment.
- Expertly handled commercial law cases, including filling court order claims in Dubai courts, issuing legal notices through the Notary public, and overseeing execution cases achieving a 90% success rate in payment recovery and protecting company interest.

HR Operations Manager

BIT Manufacture FZCO

JAFZA Manufacturing company

Dubai, UAE

Sep 2013 – April 2018

- Managed all HR administrative functions, maintaining accuracy in employee records and ensuring compliance with UAE labor laws.
- Led Onboarding and offboarding processes, gathering actionable insights through exit interviews for retention strategies and reducing turnover.
- Managed Recruitment drives and Employer brand to attract top talent and increase the company's visibility as an employer of choice.
- Organized and coordinated Company events, training sessions, and workshops, boosting employee engagement scores by 25% and fostering a high performing organizational culture.
- Conducted regular Audits of administrative processes and employee records, identifying compliance gaps, and improving record accuracy, ensuring adherence to internal policies and UAE regulations.

Executive Assistant / HR Specialist

Al Wasl International Group

Advocates and Legal Consultant

Dubai, UAE

Dec 2010 – Aug 2013

- Delivered comprehensive HR and executive support to a team of legal professionals, improving operational efficiency and client service quality within a fast-paced legal environment.
- Managed case filling in public prosecution system and prepared settlement release letters, coordinating closely with lawyers to ensure timely and accurate documentation.
- Managed the CEO's Calendar, coordinating meetings, appointments, and travel arrangements, ensuring 100% adherence to reducing scheduling conflicts.
- Prepared and filed court documents through the E-filing system, managed case files, and scheduled attorney calendars.
- Drafted and finalized legal pleadings, transcribed, and prepared various legal documents and correspondences.
- Handled logistics for meetings, travel, and business arrangements.
- Managed billing processes, including preparing invoices and tracking payments.
- Managed Client communications ensuring timely and effective support for legal proceedings and fostering strong client relationships.

Technical Proficiency

Software Skills: Advanced proficiency in Microsoft office (Word, Excel, PowerPoint) for creating detailed reports, data analysis, and executive level presentations.

HR Platforms: Skilled in leveraging HR Information Systems HRIS, including Odoo, Workday, Bayzat, and Wolke One, to streamline HR Processes and improve data accuracy.

Languages

Arabic – Native | English – Proficient.