

Mohamed Alhayki

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Summary

- Profile: Male, 38, Single
 - Nationality: Bahrain
 - Current Location: Manama, Bahrain
 - Driving Licence: Issued in Bahrain
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- Current Position: HR Director
 - Company: Perla Campo Consultancy
(Reporting to: Managing Director)
 - Notice period: Available immediately
 - NOC Requirement: None
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- Preferred Locations: All Middle East Countries, All GCC Countries, Manama
 - Salary Expectation: BHD 1,800 per month
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Work Experience

Feb 2018 - Present

Perla Campo Consultancy

Hamad town, Bahrain

HR Director

Human Resources Director Job Duties:

1- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.

2-Implements human resources strategies by establishing department

accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.

3-Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.

4-Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

5-Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.

6-Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.

7-Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

8-Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

9-Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

10-Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Apr 2012 - Feb 2018

Bahrain Jewellery Center

Manama, Bahrain

HR Manager

Lead and direct the Human Resource team to deliver a comprehensive HR service to the business

1- Employee Relations managing absence, disciplinary, grievances, sickness etc.

2-Measure employee satisfaction and identify areas that require improvement

3-Performance Management coaching managers on performance management issues and processes

4-Learning & Development providing guidance on development for managers and their teams

5-Training - Implementing the training and development agenda; identify areas that need attention and improvement

6-Recruitment & retention - managing talent and succession planning; taking overall responsibility for recruitment activity and campaigns

- 7-Reward advise and support employees on company benefits
- 8-Policy & procedures implementation of new HR policies, procedures and processes
- 9-In conjunction with the Head of HR, ensure all company policies and procedures are up to date in line with current employment law.
- 10-Ensure line managers are up to date with changes to any policies.
- 11-Working with senior managers, coaching them and advising on all people issues
- 12-Deal with complex disciplinary/grievance and HR issues, using HR and company knowledge evidencing appropriate decision making skills
- 13-Crafting of business and people solutions
- 14-Managing priorities between casework and projects
- 15 Managing HR budgets

Jan 2008 - Feb 2018

Behbehani Brothers WLL

Manama, Bahrain

Group HR Consultant

Responsibilities

- 1-Advising management on the administration of human resources policies and procedures.
- 2-Take responsibility for the successful and timely completion of human resource related projects.
- 3-Conduct HR research, track and analyze metrics and suggest insight to improve decision making.
- 4-Advise HR personnel about any recurring issues and problems.
- 5-Help HR professionals in recruiting, training and management of employees.
- 6-Create and design plans for applying new techniques for driving change in HR processes.
- 7-Developing, revising, and implementing HR policies and procedures.
- 8-Suggest and manage implementation of suitable HR technology for business advancement.
- 9-Keep abreast with new trends and advancements in the human resources filed.

Jan 2007 - Jan 2008

Euro Motor

Sitra, Bahrain

Head of Human Resources &Administration Department

Responsibilities of the Head of HR Administration

General Administrative Duties: tasked with the management of the day-to-day operation of employee-relation functions inclusive of employee absences and

employee vacations. The Head of HR is tasked with successfully collecting, storing, and managing important documentation in both electronic and hard copy format through a clear and concise reference system. The Head of HR Administration also prepares important employee documentation inclusive but not limited to employment contracts, employee settlement documentation, and offers of employment.

The Head of HR Administration will also have an ability to distinguish between conflicting demands, scheduling, and planning in order to meet priorities and deadlines, further tasked with tracking all matters pertaining to employee pensions. Also takes initiative in enforcing the importance of complying with the HR policies, procedures, and processes. Also has the duty of maintaining up-to-date procedure manuals for all HR Administration duties and ensuring that workstation risk assessments are conducted for all new employees.

Collaboration: The role of the Head of HR Administration is a collaborative one where he liaises with the finance department and provides essential information that ensures that pay roll is carried out in accordance with policies approved by the Group HR Manager. The Head of HR Administration also works closely with the Group HR Manager in the development of the business's overall human resources strategies to guarantee the implementation of HR best practice across the business and in accordance with specified business objectives.

The Head of HR Administration is additionally tasked with ensuring that all payroll instructions are prepared, logged, and submitted to the Payroll Manager in a timely manner, meeting the business's monthly payroll run, for example, new starters, contractual variations, leavers, staff benefits, and contractual benefits.

Recruitment and Selection: The Head of HR Administration also plays a major role in selection and recruitment where he carries out administrative duties, for example, the preparation of recruitment documents and materials, organization of the recruitment timetable, drafting and placing adverts, administering recruitment campaigns through the e-recruitment systems, sitting on interview panels, and administering tests. In this position, the Head of HR Administration also ensures that the HR recruitment team complies with safe recruitment practices and compliance inclusive of background checks.

On-boarding and Induction: The Head of HR Administration administers the process through which new employees are taken aboard and indoctrinated, for example, preparation of contracts, volunteer agreements, as well as the processing of all pre-employment checks. The Head of HR Administration additionally conducts induction meetings with new employees and liaises with departmental heads and managers in ensuring that they are fully aware of their roles and responsibilities in the induction process. In this capacity, the Head of HR Administration administers also oversees and records the business's quarterly/annual appraisal cycle and training needs.

Analytics: The Head of HR Administration plays an analytical role ensuring that the human resources database consistently and accurately reflects the current staff details and conditions. This is inclusive of inputting starters and leavers, changing of details, contractual amendments, annual leave, and the recording of sick and other leaves.

In this capacity, the Head of HR Administration creates appropriate reports from the human resources database for monitoring and auditing employee data, training, and performance, among other processes. The Head of HR Administration also monitors, analyses, and reports on the success of implemented administrative policies to the Group HR Manager and avails solutions where improvements may be needed.

Knowledge: The Head of HR Administration provides day-to-day advice to departmental heads, managers, and employees on general HR related policies and procedures, forwarding issues that are more complex to the Group HR Manager.

Other Duties: The Head of HR Administration also performs similar administrative duties as are necessary for the proper execution of his duties

and duties as delegated by the Group HR Manager .

Jun 2006 - Jan 2007	Bahrain Maritime & Mercantile International (BMMI) BSC	Sitra, Bahrain
	<i>HR Associate-Performance Development Officer</i>	
	Responsibilities	
	1-Support the development and implementation of HR initiatives and systems.	
	2-Provide counseling on policies and procedures.	
	3-Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.	
	4-Create and implement effective onboarding plans.	
	5-Develop training and development programs.	
	6-Assist in performance management processes.	
	7-Support the management of disciplinary and grievance issues.	
	8-Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements.	
	9-Review employment and working conditions to ensure legal compliance.	

Education

Jun 2008 - Jun 2010	Kingdom University	Bahrain, Bahrain
	<i>HR, MBA, GPA 3.67</i>	
Sep 2003 - Dec 2006	AWU	Ca, United States
	<i>HRM, Bachelor(BSc/BA), GPA 4</i>	

Other Certificates

2019	INTERNET MARKETING ASSOCIATE TARING	THINKSMART TRAINING INSTITUTE, Bahrain
2019	ADVANCE VALUE ADDED TAX - PRACTICALITIES OF VAT IN GCC	KAPLAN, Bahrain

2019	MASTERING DIGITAL MARKETING	THINKSMART TRAINING INSTITUTE, Bahrain
2018	ENTREPRENEURIAL GROWTH PROGRAM	PRINCE MOHAMMED BIN SALMAN COLLEGE, Bahrain
2018	MASTERING MARKETPLACE E-COMMERCE	THINKSMART TRAINING INSTITUTE, Bahrain
2018	VAT- PREPARING FOR TAXATION AND UNDERSTANDING ITS IMPLEMENTATION	KAPLAN, Bahrain
2013	Diploma in Innovative Leadership Management	Messeabbi University, United States
2012	DHRM level5 CIPD	CIPD, United Kingdom
2012	HR Management Effectiveness	BIRD and Wilson Learning, Bahrain
2012	Certificate on Advance Bahrain Labour Law	BIRD and Wilson Learning., Bahrain

IT Skills

Windows & Office tools

- Computer Appreciation Course In Windows Application Expert

Operating systems, Networking & Hardware

- Microsoft All Rounder Program Expert

Languages

- Arabic Fluent

- English Fluent
- Hindi Basic
- Spanish Basic

References

Dilip Veerges , CA , Perla Campo Consultancy
Tel: 0097377032222, Email: accounts@perla-campo.com
Relationship: Colleague

Osama Omran, MD, Sofia Publicity and Advertising
Tel: 0097317591898, Email: md@sofia-bh.com
Relationship: Supervisor / Manager

Dr Ahmed Alobaidly, Managing Director, Edraak Institute
Tel: +973 1717 9496, Email: dr.a.alobaidli@gmail.com
Relationship: Tutor / Professor

Comments

Kingdom University
BSc Law (Enrolled) 2014 - Present