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Profile Summary:

Self-motivated and hardworking individual, Able to use own initiative and work as part of a team, proven leadership skills, including managing and motivating other staff to achieve company objectives.

An effective communicator at all levels within an organization, Good problem solving and analytical skills, I'm quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems, Even under significant pressure, I possess a strong ability to perform effectively.

An exceptional leader who is able to develop and motivate others to achieve targets, I can demonstrate a strong ability to manage projects from conception through to successful completion. Proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

Job History & Experiences:

Dec.2014 – Present

Job Title : Manager – HR & Admin.

Organization : Modern Exchange Company B.S.C. (c)

Modern Exchange Company, Bahrain is joint venture between Al Mulla International Exchange (the single largest exchange companies in Kuwait) and Dr. Esam Abdulla Fakhro (Chairman of Abdulla Yousif Fakhro Group one of the largest diversified business in Bahrain).

- Heading Human Resource and Administration Department for the company.
- Helped in obtaining and securing Company Registration documents.
- Liaising with Legal team, government authorities for necessary clearances (operational formalities).
- Setting up Human Resources Department, framing Human Resource Policies and Procedures.
- Setting up the organizational structure, job descriptions, and compensations for the employees.
- Liaising with Central Bank of Bahrain to meet various regulatory requirements for the company.
- Liaising with the Board of Directors on Human Resource and administration related issues.
- Attend Board Meeting (Quarterly).
- Organizational Development initiatives, employee orientation, training & development.
- Oversee Hiring Process – All levels except General Manager.
- Ensure all appraisals are fair, equal and they are performed as per the policy & procedures.
- Responsible for conducting HR Awareness sessions with the employees on a regular basis.
- Manage Safety, Security and Transport Department for the employees and the company.
- Ensure that Business policies and procedures are aligned to the regulatory framework and applicable law.
- Set up Branches (Negotiations with the landlord, Vendor related contract work, Regulatory filings, Branch Wise Company registration related activities).

Oct.2010 – Feb.2013

Job Title : Group HR Manager.

Organization : Universal Aluminum, Group of Companies.

Universal Aluminum Group of Companies is a renowned Industrial/Commercial Group comprising eight (8) fully operative companies. The work force is above 500 approx. The main function of this group Aluminum Fabrication & Installation, Wardrobe & Wire mesh manufacturing and the real estate.

- Heading HR Dept for the entire groups and managing team with 6 members.
- Work on the organizational structure, job descriptions, and communicating that to the employees.
- Testing and recommending hiring candidate before interview with the Directors.
- Organizational Development initiatives, employee orientation, training & development.
- Ensure all appraisals are fair, equal and they are performed as per the policy & procedures.
- Reviewing letters, content for marketing and advertising, newsletters etc.
- Responsible for conducting HR Awareness sessions with the employees on a regular basis.
- Manage safety, security and Transport Department.
- Aware of Government procedures and practices related to Business needs.
- Facilitated staff conveyance, accommodation and guest residency.
- Developing policies procedures programs and strategies to manage the HR function for the entire group and ensuring their implementation.
- Holding meetings with senior management to review performance liaising with other administrative teams.
- Design, direct and manage a company- wide process of organization development that addresses issues such as succession planning, superior workforce development.
- Apply direct head hunting approach to find best suitable candidates, either through direct contacts with HR heads in similar fields, or through sourcing from job sites etc.
- Modify and create job descriptions and consult with line managers regarding the creation, update or change in job descriptions, grading and related remunerations. Managing filing systems.
- Ensuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction etc.
- Working with team leaders to identify training needs, coordinate effective compliance training, skills training, supervisory/leadership techniques training.
- Liaise with various Ministries like GOSI, LMRA, VOT, MOH, TAMKEEN and developed the good rapport with their officials (it helps me to resolve the issues on timely manner).

Significant Highlights:

Facilitated major improvements in the:

- Confirmation & Training regularization process to make proactive & Effective.
- Plan training programs & ensure the proper utilization of Training levy.
- Design salary scales & job codes.
- Designing and executing HR campaigns and events such as Time and Attendance.
- Reviewed and modified the policies & Benefits for the employees.
- Clarify employee on queries related to labor law and company policy
- Handle multi task during the crucial times.

Feb.2008 – Sep.2009

Job Title : HR & Admin Manager.

Organization : Universal Rolling WLL.

Universal Rolling WLL, is first venture into the production of Concrete reinforcement steel Bars. The Plant is designed to produce 170,000 tones and the production started in mid of Feb'09. The total workforce was above 180.

- Lead and direct the Human Resource team to deliver a comprehensive HR service.
- Learning & Development providing guidance on development for managers and their teams.
- Reward advice and support employees on company benefits.
- Review & approve all staff benefits in line with the policy.
- Overall employee relationship and welfare management.
- Enhanced HR staff manual (Policies & Procedures).
- Screening candidates for selection for recruitment projects.
- Testing and recommending candidate for hiring before interview with the departments Managers.

- Implementation & administration of performance management as well compensation and benefits.
- Manage health & safety, security & Transport Department.
- Manage and supply logistic to the canteen.
- Meets and works with the High Council for Vocational Training on Occupational Standard.
- Apply direct head hunting approach to find best suitable candidates direct contacts with HR heads or through sourcing from job sites etc.
- Developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing, and selecting candidates.
- Managing all HR and Admin plans, labor law implementation and policies and procedures, communicating them to the employees if needed.
- Training – Implementing the training and development agenda, identify areas that need attention and improvement.
- Setup the department and organize the total HR functions, setup the procedures for all the HR activities starting from recruitment till exit of the employee.
- Recruitment & retention managing talent and succession planning, taking overall responsibility for recruitment activity and campaigns.

Significant Highlights:

- Plan training programs & ensure the proper utilization of Training levy.
- Conduct induction for New Joiners.
- Overall HR process was identified, defined, documented and circulated organization wide.
- Introduced the software in order to reduce the paperwork and accelerate the processing.
- Research, analysis and reviewing different data, reports.
- Provided valuable assistance to the team in defining, improvising and documenting all existing as well as new HR process as a part of the needs.

Aug.2006 – Feb.2008

Job Title : Head of Human Resource.
Organization : Aluwheel WLL.

Aluminum wheels Company, the first company specializing in the manufacture of automobile wheels in Bahrain, where the total workforce was above 136 employees.

- Carrying out staff appraisals, managing performance and disciplining staff.
- Support the corporate culture, environment, and all initiatives related to that.
- Supports senior management in organizational development/improvement initiatives.
- Administers performance management program to ensure effectiveness, compliance, and equity within the organization.
- In conjunction with managers ensure all company policies and procedures are up to date in line with current employment law.
- Designed new employee orientation package, established facilities for all new employee activities and sessions, which provides (for the first time) continually in all company and benefit information presented verbally and in writing.
- Designed and administering employee evaluation program, which allows for improvement on identified problem areas and career objectives.
- Researched and currently implementing in-house training program, which saved the company large amount of money.
- Organizing the office layout and maintaining supplies of stationery and equipment.
- Coordinating the implementation of ISO 14001.

Mar.2003 – Aug.2006

Job Title : Personnel Manager.

Organization : Arabian Printing & Publishing House WLL.

- Manage workforce of 400 employees, which includes Bahraini & Expats.
- Ensure policies are documents are followed related to employee Promotion & Transfer.
- Support employees, line managers on all aspects of HR policies.
- Frequently update recruitment status reports.
- Carried out multitask and gained diverse knowledge in personnel management and administration.
- Maintain the employee database and ensure the high level of accuracy.
- Confirmation & Training regularization process to make proactive & Effective.
- Plan training programs for Bahraini staff & ensure the proper utilization of Training levy.
- Resolve the conflicts and offer solution to the problem.
- Liaise with various government officials to solve the problems faced by the company & the employees.
- Responsible for all recruitment processes to fill vacancies with the most suitable and qualified applicants establish and maintain adequate recruitment records.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable procedures.

Feb.2002 – Feb.2003

Job Title : Public Relation Officer.

Organization : Hassan & Habib Mahmood Co.

- Planned and organize public relation task.
- Responds to and organizes requests for media expert.
- Preparing and communicating all letters to the employees.
- Ensure the publicity of the organization by utilizing all the resources.
- Organize events and create goodwill among the public.
- Establishment of goals developing department policies for achieving all company goals.
- Advises internal clients in the development of external communications strategies that support the overall strategic direction of the company.

July.1998 – Feb.2002

Job Title : Personnel Manager.

Organization : Behzad Electrical & Construction.

- Handled personnel activities managing team of 4 members.
- Follow the recruitment process of the company.
- Maintain the employee database and ensure the high level of accuracy.
- Organize, conduct, and evaluate different training programs.
- Frequently update recruitment status reports.
- Conduct induction for New Joiners.
- Plan training programs & ensure the proper utilization of Training levy.
- Resolve the conflicts and offer solutions.

April.1992 – April.1998

**Self Employed.
Freelance.**

- Liaise with ministries to clear the issues of the clients.
- Interpret the documents and offer solutions to the clients.

Aug.1990 – July.1992

Job Title : Public Relation Officer.

Organization : UCO Marine Construction.

- Responsible to communicate with senior managers and provide them with necessary documents and information.

- Responsible for mundane jobs filing faxing and following all government application (submittal, follow up, clearing etc).
- Provide assistance, guidance and documentation to staff in matters related to obtaining renewing their documents and other matters related to mobilization of new staff.

Educational Qualification & Training

❖ Study phase:

- Graduated from General High School - industrial section 1987 – 1988

❖ Training courses:

- **1999 Internal Auditing Techniques ISO 9000:1994** Inter-Linx (UK) Limited.
- **2003 Human Resources Management** Capital Institute, Bahrain.
- **2005 MS Office Applications** Xperts Institute, Bahrain.
- **2005 Intermediate English 3.01 – 3.02 – 3.03** Xperts Institute, Bahrain.
- **2007 Effective Human Resources Management** Tylos Human Development, Bahrain.
- **2007 Modern Trends in Training Strategies planning** Tylos Human Development, Bahrain.
- **2007 Electronic Human Resources Management** Tylos Human Development, Bahrain.
- **2007 Preparing & Writing Skills Latter & Reports** Tylos Human Development, Bahrain.
- **2008 Human Resources Planning & Development** Tylos Human Development, Bahrain.
- **2009 Heat Stress Awareness** Tylos Human Development, Bahrain.
- **2009 Integrated Management System** Tuv Nord, Bahrain.
(ISO 9001:2000, ISO 14001:2004 & OHSAS 18001:2007)
- **2011 City and Guilds diploma in Training Skills** Tylos Human Development, Bahrain.

Language Skills:

- English : Proficient Speaker
- Arabic : Proficient Speaker
- Hindi : Good

General Skills:

- Highly motivated, enthusiastic, and committed to professional excellence.
- Able to motivate personnel to high performance standards and excellence.
- Great in working with a team & as an individual.
- Outstanding and dedicated team player with strong analytical, communication, interpersonal, problem-solving skills, interviewing techniques and employee recruiting expertise.

Reference:

- Mr. Abdulla Esam Fakhro - 39443322
Director – Abdulla Yousif Fakhro Group.

Personnel Info:

Date of Birth : 21-Feb-1973
CPR No : 730204456
Nationality : Bahraini
Marital Status : Married
Country : Bahrain