



## **HR Audits & Consultant HR & Administration Manager**

### **Job Summary:**

Leading & directing the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

## **PERSONAL DATA PROFILE**

**Name : Tareq Subhi Al-Hadrab**

**Nationality : Jordanian**

**Date & Place of Birth : 23/10/1967 (Kuwait)**

**Holding Driving License & Own Car**

**Contact No. : Kuwait (66727494 - Home : 51296555)**

**Email ID : hrm.tareq@gmail.com**

# **EDUCATION PROFILE**

## **Bachelor's degree**

**Business Management (BBM)**

**University of Mysore, India - June 1991**

## **Diploma Certificate**

**Hotel & Catering Management**

**British Institute, India – March 1992**

# **WORK EXPERIENCES**

## **HR Manager**

**Shuaiba Industrial Co. (Kuwait)**

**Since: 18<sup>th</sup> January 2021**

## **HR Consultant & Audit**

**Self-Employment & Freelance (Kuwait)**

**(09/2015 – 12/2020)**

## **HR Manager**

**Dar Gulf Consult For Engineering Co. (Kuwait)**

**(01/07/2010 – 05/07/2015)**

## **Head of Administration**

**Al Qabas Newspaper (Kuwait)**

**(02/03/2009 – 30/06/2010)**

## **Personnel Manager**

**Crowne Plaza \*\*\*\*\* Hotel (Kuwait)**

**(02/02/2008 – 31/12/2008)**

## **Manager of Visas & Residencies**

**Al-Kharafi Group Co. (Kuwait)**

**(01/10/2006 - 02/02/2008)**

## **HR Director**

**Kuwait United Restaurants Management Co. (Kuwait)**

**(10/10/2004 - 30/09/2006)**

**Training Manager**  
**Kuwait Regency \*\*\*\* Hotel (Kuwait)**  
**(03/06/2003 – 07/10/2004)**

**Personnel & Training Manager**  
**Aqaba Gulf \*\*\*\* Hotel (Aqaba - Jordan)**  
**(01/11/1999 – 15/05/2003)**

**Teacher**  
**Ammon College For Hospitality Education (Amman - Jordan)**  
**(01/01/1999 - 25/10/1999)**

**HR & Training Manager**  
**Miramar \*\*\*\* Hotel (Aqaba - Jordan)**  
**(23/10/1992 - 25/12/1998)**

## **\*\*\*\*\* Training Certificate \*\*\*\*\***

- **Certificate in Value Engineering Training Workshop – Kuwait, November 2015**
- **Certificate in HR Specialist Performance – Kuwait, August 2009**
- **Certificate in Advanced HR Management – Kuwait, April 2008**
- **Certificate in Communication – Cairo, July 2007**
- **Certificate in Customer Service – Cairo, June 2007**
- **Certificate in Leadership – Cairo, June 2007**
- **Certificate in Leader & Management Skills – Lebanon, February 2005**
- **Certificate in Associate in HR (CAHR) – Amman, February 1998**
- **Certificate in HR Manager (CHRM) – Amman, October 1997**

## **Job Responsibilities**

- **Manage the Human Resources Department & Team.**
- **Develop and implement HR policies to meet organizational needs.**
- **Prepares employee warning/separation notices and related documentations.**
- **Prepare employee letters, including salary certificates, congratulations, experience certificates, etc.**
- **Prepare HR circulars and announcements.**
- **Calculate indemnity for all separating employees.**

- Developed and implemented the disciplinary and grievance procedures.
- Developed appraisal & evaluation system.
- Registration of Kuwaiti manpower at social affair & Social Security.
- Managing the submitting the monthly payroll statement to Social Affairs.
- Participating in designing the incentive and job descriptions, salary grades system.
- Handling day to day administration formalities related to government bodies.
- Registration of new government projects at Social Affairs & Obtain the visa quota.
- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Maintains payroll information by collecting, calculating, and entering data.
- Provide the management with reports on regular basis and when it is required.
- Prepare & follow-up the company & Staffs' Governmental documents (Passports, Residencies, licenses....)
- Prepare notices and advertisements for vacant staff positions.
- Coordinate and participate in preparing and developing the HR policies and procedures.
- Monitor and ensure timely employee contract renewals.
- Monitor the renewals of legal documents and safe keeping of the same.
- Preparing and processing cancellation of employees.
- Maintain the complete data base for employees.
- Update internal databases (e.g. record sick or maternity leave).
- Prepare HR documents, like employment contracts and new hire guides.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- Prepare & follow-up the company & Staffs' Governmental documents (Passports, Residencies, licenses....)
- Preparation of the required documents for residency renewal / cancellation and absconding cases.