



HR Business Consultancy HR & Administration Manager Training & Development Manager

Personal Summary

Leading & directing the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, leave, employee counselling, job descriptions, performance reviews 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)

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EDUCATION PROFILE

Bachelor's degree Business Management (BBM)

University of Mysore, India - June 1991

Diploma Certificate Hotel & Catering Management

British Institute, India – March 1992

Certificate Hospitality Training

Educational Institute USA (AH&MA) – Dubai, November 2000

Certificate Hospitality Supervision

Educational Institute USA (AH&MA) – Dubai, July 2001

WORK EXPERIENCES

Excellence & Creativity Consulting Co. (Hawally - Kuwait)

HR Consultant (Since : 01/10/2022)

Shuaiba Industrial Co. (Subhan - Kuwait)

HR Manager (18/01/2021 – 4/09/2022)

Self – Employed (Kuwait)

Freelance HR Consultant & External Auditor (01/09/2015 – 30/11/2020)

Dar Gulf Consult For Engineering Co. (Shuwaikh - Kuwait)

HR Manager (01/07/2010 – 05/07/2015)

Al Qabas Newspaper (Shuwaikh - Kuwait)
Head of Administration (02/03/2009 – 30/06/2010)

Crowne Plaza IHG *** Hotel (Farwaniya - Kuwait)**
Personnel Manager (01/10/2006 – 31/12/2008)

Kuwait United Restaurants Management Co. (Sharq - Kuwait)
HR Director (10/10/2004 - 30/09/2006)

Kuwait Regency *** Hotel (Bi`da - Kuwait)**
Training Manager (03/06/2003 – 07/10/2004)

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

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

******* Training Certificate *******

- **Certificate in Value Engineering Training Workshop – Kuwait, November 2015**
- **Certificate in Essential Food Safety – UAE, February 2010**
- **Certificate in HR Specialist Performance – Kuwait, August 2009**
- **Certificate in Advanced HR Management – Kuwait, April, 2008**
- **Certificate in Communication – Egypt, July 2007**
- **Certificate in Customer Service – Egypt, July 2007**
- **Certificate in Leadership – Egypt, June 2007**
- **Certificate in Internal Quality Auditing HACCP – Kuwait, September 2005**
- **Certificate in Leader & Management Skills – Bahrain, February 2005**
- **Certificate in Effective Food Quality Control – Lebanon, December 1999**
- **Certificate in Associate in HR (CAHR) – Jordan February 1998**

- **Certificate in HR Manager (CHRM) - Jordan, October 1997**
- **Certificate in Food Quality Control – Jordan, November 1996**
- **Certificate in F&B Management – Jordan, March 1995**

Job Description

- **Manage the Human Resources Department & Team.**
- **Ensure that accurate job description at in place.**
- **Identify training and development oportunties.**
- **organize staff training sessions, workpshops and activities.**
- **process employee requests for outside training while complying with policies and procedures.**
- **Provide staff orientation**
- **Monitor daily attendance**
- **Investigate and undrertstand causes for all staff absences.**
- **Provide advice and recommendation on disciplinary actions.**
- **Provide advice abd assistance to supervisors on staff recrutiment.**
- **Prepare notices and advertisement for vacant staff positions.**
- **Schedule and orginze interviews.**
- **Participate in applicant interviews.**
- **Conduct refrerence checks on possible candidates.**
- **Prepare, develop and implement procedures and policies on staff recruitment .**
- **Develop and implement a HR plan and personnel management policies and procedures.**
- **Promote workplace safety**
- **Explain and provisions of the personnel policy.**
- **Oversee Recruitment process in coordination with Department Managers.**
- **Supervise the formalities process related to Ministry of Labor and Immigration.**
- **Develop and implement HR policies and procedures to meet organizational needs.**
- **Prepares employee warning/separation notices and related documentations.**
- **Prepare employee letters, including salary certificates, experience certificates, etc.**
- **Prepare HR circulars and announcements.**
- **Calculate indemnity for all separating employees.**
- **Developed and implemented the disciplinary and grievance procedures.**
- **Manage all employee relations activities.**
- **Developed appraisal & evaluation system.**
- **Supervise employees' accommodation and facilities.**
- **Following Up legal cases with the company law office.**
- **Managing all the company licenses and registrations.**

- **Registration/Clearance formalities of Government Projects.**
- **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)**
- **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)**
- **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.**
- **Prepare & follow-up the company & Staffs' Governmental documents (Passports, Residencies)**
- **Preparing the monthly payroll statement to be submitted to Social Affairs.**
- **Preparation of the required documents for residency renewal / cancellation cases.**
- **Explain and provision of the personnel policy.**
- **Attend council meetings to provide information, when necessary.**
- **Conduct exit interviews.**