

# Ali Hassan

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## Targeting Human Resource and Administration Opportunities

Human Resources & Administration professional seeking a new challenge, which effectively utilizes my technical skills, knowledge, and commitment in a respective corporation to perform a quality of work, discipline, and patience.

**More than 8 years in Human Resources and Administration career, assisting in the various human resource functions, which include Recruitment, Training and Development, Compensation & Benefits, Employee Administration, Performance Management and Employee Relation, experience handled HR Day to-day operations, including HR executive practices;**

- Directed and coordinated the administration of Personnel Policies and Procedures to support Line management and individual staff, provided a collective and individual service for all Staff consistent with Corporation policies and procedures.
- Collaborated with senior management to develop effective HR strategic business systems, policies, and Programs, engaged with ICT regarding all IT related projects (Business requirements, application testing etc.)
- Provided Managers with information, tools, systems, and support services, provided necessary assistance and advice to the departments and individual employees in order to maintain employee relations among our international work-force, coordinated among employees and their departments and Handled: conflict resolution, absences, contravention of regulations, emergency loans, short time assignment to national sports events sponsored by the State, administrative investigations per Disciplinary Procedures, Policy interpretations and medical cases.

## Professional Experience

### **AMMICO CONTRACTING CO W.LL** (QATAR & SAUDI ARABIA)

#### **HR and Administration Officer February 2017- to Present**

Ammico is a leading specialist geotechnical and marine works contracting company having more than forty-eight years international experience with the GCC region as the focus of its activities since Year 2000. During this period, Ammico has established unmatched reputation for speedy and timely execution of major foundation engineering projects to world-class quality and safety standards.

Ammico has the in-house expertise to design and execute a wide range of piling and ground improvement works and is therefore able to propose and adopt the solution that may be best suited to any given site condition. Therefore, Ammico is always keen to evaluate alternate strategies and perform value engineering, which may be beneficial to its clients in time and cost.

Ammico has extensive expertise in marine construction as well and has executed a number of important marine projects involving construction of jetties, marine piling, sheet piling, dredging, shore protection and construction of breakwaters. It owns significant marine plant including jack-up and spud barges and tugs.

#### **HR Job description:**

- Manage a broad range of HR functions including administration, ERP database, Personnel files management, handling employee records, works with the HR team to devise and develop policy and procedures, presentation in general workshops for the employees to ensure they aware of company policy and regulations.
- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- Processed all personnel admin work such as benefits, leaves and payroll paperwork, business trips, promotions, time sheets, adjustments, re-organization letters, re-designation, transfer, confirmation, change of Marital status, extension of contract/amendments, bonus, appointments, first arrival and final departure formalities, expiry of contract, redundancy, disciplinary, absence, retirements, termination, etc.
- Responsible for processing employee exit formalities like the exit interview, clearance, checklists, final settlement, Visa cancellation etc.

- Responsible for processing employee entry formalities like Medical, Fingerprint, Contracts and other required processes up to Qatar ID issuance. Responsible for entire recruitment process through Qatar Visa Centers located outside Qatar. Responsible and Operating all online tasks related to Hukoomi E - services, MOI E - services and ADLSA E-Services.
- Co-authored sections of company's policies and procedures manual and ensure prompt accurate mathematical calculation while processing different types of contracts, loans, final settlement, and coordinating with medical insurance, preparing the required forms and obtaining appropriate approval.
- Performs day-to-day jobs on handling employee requests and answer numerous routine questions on personnel matters on a daily basis, implement a variety of administrative forms, prepare and review various types of proposals and interdepartmental memos seeking information/views/approval etc.
- Create and maintain personal file assigned in a numerical archive order and up -to-date with correspondence, forms, and other employees related information. Preparing, scanning, distribution & maintaining files.
- Solves problems submitted in the light of the policy, highlights major policy problems encounters they have no procedures and Maintains Employee Handbook with updated resolutions.
- Perform a variety of analytical, technical and administrative tasks related to assigned HR function, including classification and compensation, recruitment, performance appraisal, training, employee agreement, and labor administration.
- Recruitment: In charge, advertising the job vacancies, sourcing CVs, conducting preliminary screening and interviews, performing job assessment and reviews, approving prospective shortlists and new hires, discussing /negotiating remuneration, selecting prospective employees, conducting reference checks and validation of Credentials, drafting employment contracts/offers etc.
- Handling onboarding processes of new recruits from visa arrangements till arrival in Qatar in coordination with the Govt. Relations Officer / PRO and coordinating with the admin department for their logistics.
- Time Keeping both at Sites and at Tugboats for Salary Purpose.

### **Administration Job description:**

- Maintaining the records of all the plants, equipment's and vehicles.
- Responsible for the inspection appointment of heavy equipment's like Piling Rigs, Crane, Excavator, Tankers & Loader for the renewal of the Istamara on a Monthly Basis.
- Responsible for the renewal Registration both the equipment's and vehicles.

- Coordinate with Commercial Manager Mandoop related to all Equipment's sent to Saudi Arabia, United Arab Emirates, and Oman for Export plates and Cancellation of local Government plates.
- Dealing the Comprehensive and third party Insurance both the equipment's vehicles (light & heavy) in Insurance Company.
- Dealing the third party Certification (Renewal and new) for all the equipment's, lifting gear tools, Welders, riggers and banks man etc.
- Coordination at Site Personnel related to gate pass, documentation and shifting of Manpower from one site to other.
- Maintaining the records and files of all the equipment's and vehicles such as original istamara, insurance and third party Certifications.
- Direct Coordination to CEO and Deputy CEO related to day-to-day transaction at Sites and head office.
- Maintaining the records of key personnel such as Civil, mechanical and electrical CEO reports on a weekly basis.
- Manpower Reports both Saudi Arabia, UAE and Doha to be provided to CEO every Week.
- Handling payments, issues to supplier related to day-to-day transaction.
- Participate in project tender related to key personnel, equipment's and documentation.

### **Computer Skills:**

Microsoft Office Packages

Microsoft Word, Microsoft Excel, Microsoft Power point, Email, Internet etc and Accounting Packages

### **Skills and Abilities:**

- Skillful in problem solving involving HR & analyzing employee concerns, HR Policies & Procedures practice.
- Experience in traveling and working internationally, excellent communication skills, passionate & enthusiastic about HR.
- MS Office (Word, Excel, PowerPoint, Access, Outlook), Adobe Photoshop, Microsoft Project.
- Confidential and Discrete.
- Administrative Skills, Coaching, Analysis, Management.
- Recruitment and Head Hunting.
- Strong team player having good supervision skills.

## Education

- (Master of Accounting) 2017 University of South Asia, Lahore, Pakistan.
- (Bachelor of Commerce) 2015 University of South Asia, Lahore, Pakistan.
- (Intermediate of Commerce) 2013 Bahawalpur board, Pakistan.
- (Class 10<sup>th</sup>) 2011 Bahawalpur board, Pakistan.

### Language:

Urdu, English and Hindi

### Personal Information

Nationality: Pakistani

Date of birth: 30 April 1995

Religion: Muslim

Marital Status: Married

Permanent Address: Chishtian District Bahawalnagar – Punjab Pakistan

### Co- Curricular Activities

Travelling, Listening to Music

### References

Further detail, references and Educational & Experience Certificate will be provided as per requirement whenever demanded.

### Declaration

I hereby declare that the details provided above are true and to the best of my knowledge.