

YASIR W. JABARI

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HUMAN RESOURCE MANAGER

STRATEGY FORMATION & EXECUTION | DEPARTMENTS TRAINING | PROJECTS MANAGEMENT | PROCESS ENHANCEMENT

Highly effective human resource manager with over 14 specializing in establishing productive business relationships and resolving critical human capital business issues. Offering an array of skills in accurate employee job performance assessment, recommending and implementing action plan strategies to meet HR needs, interdepartmental coordination, consultative relationship building, coaching, training, communication and schedule planning. Proven ability to successfully multi-task in a dynamic, fast-paced environment while meeting all deadlines.

AREAS OF EXPERTISE

Change Management	Policy Enhancement & Management	Talent Acquisition
Project Management	Departments Planning & Coordination	Company Branding
Driving Process Efficiency	Workforce Management	Employee Labour Relations
Executive Coaching	Application Tracking System	Performance Review
HR Trend Analysis	HRIS Implementing & Coordination	Training & Development

SELECTED KEY ACHIEVEMENTS

- **Enhanced efficiency levels across several departments by 50%;** eliminated redundancy, standardised workflows and utilised correct software to streamline processes
- **Increased internal knowledge and performance of new starters;** delivered training to 70% of new staff, enhancing their skills to the maximum
- **Enhance management leadership skills and efficiency by 20%;** provided first class executive coaching program
- **Created a company culture initiative which raised employee satisfaction rates by 25%;** Started an enhancement program by accepting suggestions from staff for improvement
- **Maintained an 85% satisfaction rating over a 24-month period;** Initiated correct company engagement program
- **Increased company profit by 30% with minimal employee turnover;** steered company through a complicated re-organization
- **Successful implementation of an HRIS (Oracle) & Bitrix24;** structured workflows, updated organization chart, increased speed of processing, etc

KEY COMPETENCIES

- **Confidentiality;** acts with complete discretion, tact and integrity, maintaining high levels of confidentiality and professionalism when managing highly sensitive information
- **CEO Support;** developed essential skills to assist the CEO with business strategy formation and execution, management coaching, talent attraction and training and assist with maintaining key stakeholders satisfied
- **Stakeholder Relationships;** built and maintained vital relationships across the business and global clientele, coordinating business requirements, supporting raised queries and portraying strong foresight to anticipate client needs
- **Project Planning & Management;** strong and refined project management skills using up to date cloud services to ensure that all staff and key stakeholders well informed about any change during the project lifecycle
- **Process Enhancement;** comfortable to use internal and external surveys methods to ensure that healthy workplace and to provide the correct degree of attention to our key clients. This also, includes monitoring department's budgets and monthly reports.
- **Training & Development;** well versed in the writing and preparation of training materials to enhance internal staff productivity and efficiency. This includes coaching and mentoring

EDUCATION, QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

Master of Business Administration (MBA), University of Strathclyde Business School, UK, March 2011

- ✓ *Elite business school with 3 international accreditations, in addition to accreditation from Ministry of Higher Education (UAE)*
 - ✓ *AMBA; Association of MBA's, based in the UK*
- ✓ *EQUIS; Quality Assurance scheme run by the European Foundation for Management Development (EFMD), based in Brussels*
 - ✓ *AACSB; Association of Advance Collegiate Schools of Business, based in USA*

Electrical & Electronics Engineer, Ajman University of Science & Technology UAE, March 2003

Certified Neuro-Linguistic Programming Trainer, USA (2015) | Certified Positive Psychology Coach, USA (2016)

Train the Trainer, UK (2019) | Certified Strength Consultant, UK (2016)

Project Management Professional (2019) | Senior Professional in Human Resources - International (2020)

CAREER SUMMARY

Xross Investment, Abu Dhabi, UAE

April 2018 to date

Human Resource Manager

A Private, by invitation only, online Platform linking serious investors with real financial growth opportunities that realize above market returns on physical assets. Other services include projects funding, strategic equity holding, and assist management.

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

Abu Dhabi Vocational Education & Training Institute (ADVETI), Abu Dhabi, UAE April 2012 to April 2018
Human Resources & Recruitment Specialist

ADVETI was established in 2007 and consists of 7 entities: Al Jazirah Institute of Science & Technology in Abu Dhabi, Al Jaheli Institute of Science & Technology in Al Ain, Baynounah Institute of Science & Technology in Al Gharbia, Al Reef Institute of Logistics & Applied Technology in Al Shahama, Sharjah Institute of Science & Technology in Sharjah, Secondary Technical School (STS), and Vocational Education Development Center (VEDC).

- Partnering with hiring managers to determine staffing needs.
- Advertise new vacancies in the company portal and other third-party platforms.
- Screening resumes using different web sources.
- Performing in-person and phone interviews with candidates.
- Administering appropriate company assessments.
- Performing reference and background checks.
- Making recommendations to company hiring managers.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Completing timely reports on employment activity.
- Conduct employee on boarding and help organize training & development initiatives.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Manages the Job Descriptions database, Organisation Chart and HR monthly reporting
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates.
- Organize quarterly and annual employee performance reviews.
- Maintain employee files and records in electronic and paper form.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Ensure compliance with labour regulations.

IHS Markit, Abu Dhabi, UAE
Human Resources Generalist

January 2006 to April 2012

IHS Markit is a dynamic team that includes more than 5,000 analysts, data scientists, financial experts and industry specialists. Our global information expertise spans numerous industries, including leading positions in finance, energy and transportation.

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- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
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- Administer compensation and benefit plans.
- Ensure compliance with labour regulations.

**Earlier career summary includes several junior level jobs related to office management within an engineering firm for 2½ years.
The first 18 months were based in UAE followed by 1 year working in London, UK*

ADDITIONAL INFORMATION

IT Skills	Microsoft Office Suite (IC3 Certificate Holder) Microsoft Visio Microsoft SharePoint
Languages	Arabic (Native) & Fluent English, IELTS (6.5 Academic)
Memberships	Member of the MBA Association, Member of amcham Abu Dhabi
Personal	Nationality: Jordanian Date of Birth: 23 rd August 1980
Other	Driving Licence (Issued from Jordan & UAE)

REFERENCES AVAILABLE UPON REQUEST