



## Fazal Abbas

### HR and Administration Manager

at Al Ibrahim Group

Location: Abu Dhabi, United Arab Emirates  
Education : Bachelor's degree, maths statistics  
eco?

## CONTACT

Location: Abu Dhabi, United Arab Emirates  
Name: Fazal Abbas  
Mobile Phone: +971.509234269  
Country: Abu Dhabi, United Arab Emirates  
Email Address: [send2abbas72@yahoo.com](mailto:send2abbas72@yahoo.com)

LAST ACTIVITY: 2018-12-15

REF.: CV2935867

## TARGET JOB

Target Job Title: HR & Administration,Camp Management,Administration,Transport Fleet Management,Recruitment

Career Level: Mid Career

Target Job Location: Saudi Arabia; UAE

Career Objective: To get a challenging role in any of the domains related to my area of expertise, so that i could perform up to my potential and prove myself an asset to the organization.

I like to be challenged

Employment Type: Full Time Employee

Target Monthly Salary: AED 8,000 (≈ USD 2,178)

Notice Period: 1 month or less

## PERSONAL INFORMATION

Birth Date 12 March 1972 (Age: 46)

Gender Male

Nationality Pakistan

Residence Country Abu Dhabi, United Arab Emirates

Name in Arabic فضل عباس

Marital Status Married

Number of Dependents 5

Driving License Issued From United Arab Emirates

## EXPERIENCE (20 YEARS, 8 MONTHS)

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July 2018 - Present

### HR and Administration Manager

at Al Ibrahim Group

**Location:** Abu Dhabi, United Arab Emirates

**Company Industry:** Hospitality/Tourism/Travel

**Job Role:** Administration

HR and Administration

New Project Management

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April 2012 - April 2018

### HR & Administration Manager

at KRC International

**Location:** Abu Dhabi, United Arab Emirates

**Company Industry:** Catering/Food Services/Restaurants

**Job Role:** Human Resources and Recruitment

Human Resource Management on corporate level for over 1,300 employees, looking after company's owned residential Camps in Ruwais (Abu Dhabi), Catering related operational matters, Hiring, firing of the employees, leaves, accommodation, salaries evaluations, air tickets, transports, security related matters, vehicle maintenance etc.

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January 2008 - November 2011

### In charge Admin & Personnel

at Descon Engineering FZE

**Location:** Sharjah, United Arab Emirates , Descon Engineering Hamriyah Free Zone Sharja

**Company Industry:** Manufacturing

**Job Role:** Administration

Day to day administrative affairs,

Transport Fleet Management, Maintenance

Labor and Staff Accommodation

Visa processing

Security

Catering

Payroll & Attendance

Office Administration

Recruitment of Blue Collar staff

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October 2002 - August 2003

### Camp Management/ Hr Administrator

at Daewoo E& C

**Location:** Tripoli, Libya

**Company Industry:** Mechanical

**Job Role:** Administration

Administration  
Camp Management (5,000 residents)  
Catering arrangements  
Accommodation Arrangements  
Payroll  
Transportation  
Benefits of the employees

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April 1999 - October 2002

## **Manager MSA (Motorway Services Area)**

at Daewoo Pakistan Motorway Services Lts

**Location:** Lahore, Pakistan

**Company Industry:** Facilities Management

**Job Role:** Administration

To manage Facilitates like Restaurants, Refueling Stations, Gas Stations, Break Down Services, and public areas. (M-2 Lahore Islamabad Motorway Services Area)

Repair and maintenance of the entire complex of the motorway service area

Coordination with local govt authorities for the smooth operation of Service Area.

Responsible for the cleanliness and well being of the area

liaison with tenants

Rent recoveries

Procurement

Payrolls

Event Management

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December 1992 - September 1998

## **E&P Administration**

at Daewoo Construction

**Location:** Lahore, Pakistan

**Company Industry:** Construction/Civil Engineering

**Job Role:** Administration

Staff management

Payroll

Accommodation

Transportation

Catering/Messing

Vehicle/Equipment Management

Equipment repair and maintenance

Fuel/Lubrication records

Job Orders/Work Orders for repair

Drivers/Operators assignments

Hiring/Firing/Disciplinary actions

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## **EDUCATION**

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### **Bachelor's degree, maths statistics economics**

at University of punjab

**Location:** Pakistan

February 1993

**Grade :** 52 out of 100

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## SPECIALTIES

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### Drive Test

Questions: 0

Answers: 0

### Internal Audit

Questions: 0

Answers: 0

### Labour Laws

Questions: 0

Answers: 0

### Maintenance Management

Questions: 0

Answers: 0

### Administration

Questions: 0

Answers: 0

## SKILLS

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### Excellent Administrative Skills, Management

#### DL 2

Level: (Expert) | Last Used: 1 month or less

### Defensive Driver

Level: (Expert) | Last Used: 1 month or less

## LANGUAGES

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### Urdu

Level: (Expert) | Experience: More than 10 years

### Arabic

Level: (Intermediate) | Experience: 5 years or less

### English

Level: (Expert) | Experience: More than 10 years

### Hindi

Level: (Expert) | Experience: 3 months or less

## REFERENCES

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### Amjad Zahid

Job Title: HR executive

Company Name: Descon Engineering FZE

Phone Number: +971.557400845

Email Address: [amjad.zahid@descon.com](mailto:amjad.zahid@descon.com)

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## **Muhammad Sameer**

**Job Title:** Executive Director

**Company Name:** KRC

**Phone Number:** +971.555111710

**Email Address:** [pmsameer@krcintl.com](mailto:pmsameer@krcintl.com)

## **TRAINING AND CERTIFICATIONS**

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### **Certificate of attending the seminar (Certificate)**

**Issued in:** March 2013 **Valid Until:** March 2013

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### **UAE Labour Laws (Certificate)**

**Issued in:** March 2012 **Valid Until:** March 2012

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### **Certified Internal Auditor ISO (Certificate)**

**Issued in:** April 2011 **Valid Until:** April 2011

## **HOBBIES AND INTERESTS**

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### **Book Reading**

