



# Abdul Wahab

**HR Business Partner**  
**MBA (HR) and Certified HR Professional (CHRP)**

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## Summary:

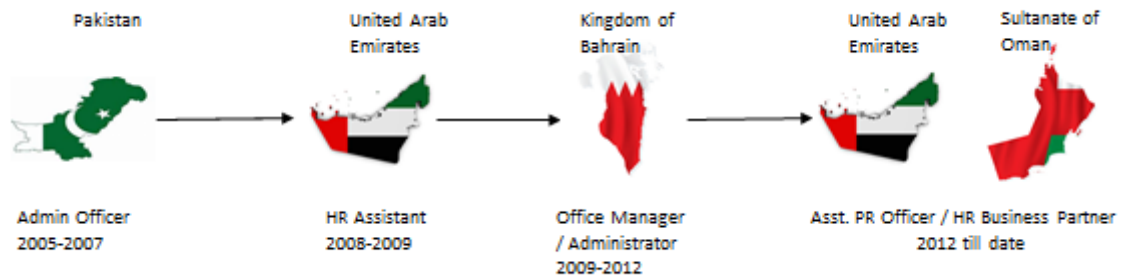
A professional with over 15 years of HR & Administration experience, holding a Master's Degree in HR (MBA), worked with renowned organizations in Pakistan, Bahrain, UAE, and Oman. I have a focus on integrity, quality, and service along with a positive attitude, an aptitude for strategic thought, and planning. I have the ability to adapt quickly to new ideas and situations to achieve consistent success.

Looking for a challenging position that makes the best use of my skills, experience, and further to my personal and professional development.

## Professional Skills:

- Recruitment
- Communication
- MS Office
- On Boarding
- Time Management
- Payroll
- Negotiation

## Professional Experience:



## National Food Products Company LLC.

### HR Business Partner

(Since April 2012)

Joined NFPC Group as an Assistant PR Officer, started working with the Administration on numerous projects and operations in UAE specifically in Dubai. Promoted and Transferred to the Sultanate of Oman as HR Officer / HR Business Partner to bridge the NFPC UAE and Oman in terms of HR Operations and core corporate policies.

Major responsibilities and achievements are:

- Implementation of core corporate policies and regulations in Oman.
- Implementation of an effective Human Resource Management System in Oman.
- Key participant in Manpower Planning and Budgeting, Recruitment, Selection, and Onboarding in Oman.
- Accountable for preparing monthly payroll, employees leave, annual ticket and end of service settlements in Oman.

- Accountable for developing Job Descriptions, issuance of Offer letters, Circulars, and other official communications in Oman.
- Accountable for employee records, personnel files, passports, and other official confidential information in Oman.
- Collaborating with Sales, Finance, Production & Maintenance (Plant) departments for the overall Manpower Planning, Budgeting, Employees Assessment, Evaluation, and Appraisals as well in grievance and disputes of the staff in Oman.
- Accountable for employee's onboarding, visa and ID card, Health Cards in UAE.
- Administer HR-related documentation e.g. job descriptions, contracts of employment, record-keeping in UAE.
- Planning employees training, maintaining training records, and updating record with the concerned authorities e.g. Dubai Municipality, JAFZA in UAE.
- Accountable for product label approvals, food items registration and wastewater disposal certificates from Dubai Municipality, issuance of Road Permits, Vehicle clearance and registration from RTA, vehicle and employee entry passes for JAFZA in Dubai, Advertisement permits from Dubai Economic Department in UAE.
- In addition also working with our export team in preparation for invoices, Health Certificates for food items, Certificates of Origin from the Ministry of Economic / Chamber of Commerce, and other export documentation to various countries.

**Qarar Development WLL**  
**Office Manager / Administrator.**  
**(April 2009 to February 2012)**

Worked with Qarar Development as an Officer Manager / Administrator in Bahrain, it was an executive company established in 2007 specialized in studying, restructuring, facilitating and developing companies, and projects with strategic partners in the Middle East specifically in Bahrain and Saudi Arabia. The job ranges from keeping the diary of the CEO, arranging visas for business partners, registration of new ventures, and overall management of Office.

Major responsibilities include but not limited to:

- Maintain close supervision on the daily functions, ensuring productivity, and checking the quality of output.
- Perform a series of secretarial functions for the committee and provide additional services depending on the requirement of the company.
- Developing job descriptions, job advertisements, finding the right candidates for the job, and conducting initial job interviews.
- Coordinating with the Labor Ministry and Regulatory Authority (LMRA), Immigration, and authorized agents for visa processing.
- Coordinating with Bahrain Investors Centre (BIC) for new venture registration and company formation.
- Manage payroll and ensure accurate, timely distribution of salaries.
- Conduct assessment and evaluation of the performance of the company and its employees.
- Ensure maintenance of the working environment and furnishes essential office supplies that yield productivity.
- Conduct close observation and suggest recommendations to the management of handling day-to-day operations.
- Report estimated monthly and yearly expenditures of the company's budget.
- Maintain an effective medium of communication and close collaboration among the staff and clients of the organization.
- Serve as receiver of confidential items delivered to the company.

**Hedley International Emirates Contracting Company LLC**  
**Worked as HR Assistant**  
**(February 2008 to January 2009)**

Joined the Hedley International Emirates Contracting UAE in early 2008, Worked with the HR team as an assistant ranging from employee sourcing via recruitment agencies, walk-in candidates to monthly payroll, employee assessment, and appraisals.

Responsibilities include but not limited to:

- Support HR and Admin departments for smooth operations.
- Assist HR Manager in job descriptions, workforce planning, coordinating with recruitment agencies, write job advertisements, draft offer letters, conduct initial interviews, and prepare recruitment-related reports.
- Responsible for recording, maintaining, and reporting employee data also establishing, and maintaining effective communication, coordination, and working relations with the HR team, site personnel, and Administration.
- Resolves employee problems, and refers only the complex issues to administration.
- Coordinating with admin Services provided to employees such as accommodation, transportation, medical insurance, safety & security, issuing and reviewing visas and labor cards.
- Prepare Administration Orders, Dues Statements, and other correspondence related to personnel transactions.
- Check timesheets for employee salaries enter the appropriate in the HRPS (Oracle) system and participate in the preparation of Payroll.

### **Cotton Connection**

*Worked as Admin Officer*

**(August 2005 to December 2007)**

Cotton Connection established in 1991 was one of the finest local suppliers for garments in Pakistan, known for its quality and design. Worked with them as part-time Admin Officer, engaged in a number of Administration and HR operations like workers planning, store administration, workers shift duties. Major responsibilities include;

- Participate in the company's policies, mission statement, and objectives.
- Represents the Company and promotes its image to customers and suppliers.
- Manage and coordinating human resource planning with other departments.
- Manage and supervise stores and supplies.
- Monitor sales from time to time.
- Report matter of concern to Administration.
- Performs other functions and duties as assigned.

### **Professional Qualification:**

- **CHRP** (Certified Human Resource Professional) – 2018  
American Certification Institute
- **MBA** (Major in HR)-2007  
National College of Business Administration and Economics Lahore, Pakistan.
- **BBA** (Major in Business Administration)-2005  
Institute of Business and Management Sciences / Computer Sciences (AUP) Peshawar, Pakistan.

### **Personal Information:**

Date of birth : April 15, 1984  
Gender/Status : Male / Married  
Driving License: Bahrain, Oman, Pakistan & UAE  
Languages : English, Urdu, Pashto and Basic Arabic  
Nationality : Pakistani