



🏠 Abu Dhabi
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📄 UAE Driving License

Languages

Arabic
Native speaker

English
Fluent speaker

Computer skills

Microsoft office
Expert

Outlook & Emails
Expert

Social networks

• @ali-adleh

ALI ADLEH

A Human Resources specialist with 6 years of experience in recruitment, administration, design service level management (SLA), logistics, with a bachelor's degree in business administration

Work experience

2019 **Baguette Catering Services & Restaurants LLC**
Abu Dhabi, UAE

Admin and HR officer

- Manage recruitments, and talent acquisition process.
- Conduct employee onboarding, and complete all required documentation.
- Promote HR programs to create an efficient and conflict-free workplace, and insure compliance with UAE labor law, and regulations
- Organize quarterly and annual employee performance reviews
- Oversee and manage a performance appraisal system that drives high performance
- Control petty cash for all company locations, and provide finance department with a weekly report.
- Update HR databases on HRIS (e.g. new hires, separations, vacation and sick leaves
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminar.
- Manage, and supervise Staff accommodation in daily basis.
- First point of contact for all emergency HR requirement.

02/2015 - 12/2018 **Al Reef General Contracting**
Hamah – Syria

Assistant Manager

- Receive, and assign job orders
- Monitor labor, building material, equipment budgets, and curbing unnecessary expenses.
- Responsible for the compilation of all orders, as agreed with the client
- Ensuring that requirement, as specified by the client and senior management, are met.
- Responsible for the compilation of all orders, as agreed with the client.
- Responsible for the employees admin department (contracts, payroll)
- Maintain the company archive
- Preparing work schedules and sequencing onsite tasks.
- Procuring materials, labor, and equipment, as well as third - party subcontractors and supplier
- Ensuring that construction industry safety regulations are followed
- After sale management to insure customer satisfaction
- Record sales, and expenses

Education

- **Al Wadi International University** Management and Economic Sciences department
2014 - Bachelor's degree in business administration
- **Al Wadi International University**
2010 - English language certificate