

# NASER AL- AZOUNI

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## PROFESSIONAL SUMMARY



## OBJECTIVE

Successful team leader and organization developer, based on over 15 years of awarded experience and professionalism in Humane resource field, Recruitment & Strategic Planning, and Budgeting & Forecast ,Organizational Development, Performance development

Relationship management Problem Solving Skills including 15 years of experience in UAE - Dubai. Fully aware of the UAE labor law and KHDA rules. Expert in headhunting probable candidates and deals effectively with a wide variety of people. Fast-learner and willing to take on board new challenges

With that in mind and more, I'm looking for a challenging position as HR Director, HR manager, or educational manager that helps raise the entity's abilities to the highest international level in the school and learning process.

## EDUCATION



- **Master of Business Administration : Human resource major .**
- **Doctor of Business Administration (DBA) : Business Administration in processing**
- **Bachelor of Education :** Zagazeg university , Cairo, Egypt 1997. (Accredited by the UAE Ministry of Higher Education).

## SKILLS

- Team Leadership.
- Personal Development.
- Curriculum development.
- MS Office and IOS.
- Quickly analyze problem.
- Communication Skills.
- Conference presentation.
- Events Coordination.
- Technology Integration
- Teaching and Learning
- Staff supervision.
- Safety and Security.

## Core Competencies

### Core Competencies

- HR Policies & processes
- Strategic Planning
- Organizational Development
- Relationship management
- M/ E-Learning
- Recruitment
- Budgeting & Forecast
- Performance development
- Problem Solving Skills .
- Vision and Mission

### AI-Maaref Private School, Dubai, UAE

#### Director of HR - Joined (Aug 2014 till now )

Recruitment Policy.  
Strategy plan .

Orientation Policy . Well being polic  
HR handbook . Cod of conduct &

Experience Roles  
and Responsibility

08/2014 till Now



Al Maaref  
PRIVATE SCHOOL

Salary scale .  
Manpower planning  
Discipline policy and processing.

End of service benefits policy.  
KPI policy  
Grievance Policy



## Experience Roles and Responsibility

- KHDA approval process for all academic and admin staff
- Ensures compliance with MOE regulations, and UAE employment laws.
- Ensured payroll process is on time with all supporting documents & Attendance reports
- Ensured renew all licenses such as commercial license, medical license and health cards .
- Ensured the school and clinic license renewal, the establishment card, immigration card, the labor card .
- Ensured prompt payments.
- Ensured Visa Process is minimal and no penalties.
- Ensured payroll process is on time with all supporting documents
- Ensured Right Pay to Right Person to Right Performance on Time.
- Ensured Staff Residences are in high standard for living and all the resources are optimized.
- Ensured Effective Exit Interviews and action plans.
- Ensured Cost effective Procurement of Employee Related Things and effective distribution method
- Ensured proper Leave plan for all staffs to ensure availability of human resources for all functions
- Ensured Proper utilization of Benefits to all eligible staffs
- Ensured Fair and equal opportunities for all staffs to grow within organization.
- Ensured effective performance linkages to rewards.

## Experience Roles and Responsibility

01/2012 till 2014



AL ZUHOOR PRIVATE SCHOOL L.L.C.  
مدرسة الزهور الخاصة ذ.م.م.

## Experience Roles and Responsibility

01/2003 till 12/2012

## HR Manager- AlZuhour PS. American , Sharjah, UAE

### HR Manager - Joined at Al Zohour Private School Sharjah (Jan 2012 : Aug 2014)

Developed & Implemented HR policies, conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews, documentation, employee relation, compensation, benefits & recruitment cycle, other HR responsibilities & Visa Process is minimal and no penalties & Ensured Result Oriented Training Plans. prompt payments to HR related Vendors , Ensured Effective Exit Interviews and action plans , Issue the Relieving & Experience Letter, Certificates & NOC , Verify the Assets Clearance form signed by respective departments & issuing No due certificate , Calculate the full and final settlement of dues .

## HR- Joined at Salman Alfarsy PS. Sharjah , UAE

Issue the Relieving & Experience Letter, Certificates & NOC , Verify the Assets Clearance form signed by respective departments & issuing No due certificate , Calculate the full and final settlement of dues ,

Conducted the Exit Interview & other HR responsibilities & Visa Process is minimal and no penalties .

Responsibilities: 1. Retention 2. Retirement/ Termination & 3. Research & Development – Worked for 4 R's (Recruitment, Retention, Retirement & R&D)





PERSONAL  
INFO

PERSONAL INFORMATION:

Languages Known: Arabic (mother tongue), English (Excellent)

Nationality : Egyptian

Location Preference: Dubai, UAE

Sex : Male

Date of birth 1974

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