



## PERSONAL INFORMATION

### **FERAS AL-SHALABI**

United Arab Emirates

Gender :male

Mobile : +971522260867

Nationality :Arabic Syrian

E-MAIL:Feras.shalabi@outlook.com

Marital Status: Single

linkedin:www.linkedin.com/in/ferasshalabi

Visa status:Work visa with NOC

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## OBJECTIVES

**Experienced HR Specialist with a Bachelor's Degree in Business Administration and 6 years of expertise in HR management, recruitment, employee development, and labor law compliance. Seeking opportunities to leverage HR knowledge and drive organizational success.**

## WORK EXPERIENCE

### **HR Specialist**

#### **Modern Building Contracting Co. LLC**

**UAE, DUBAI 1\2022- 11\ 2023**

- Overseeing HR functions, including recruitment, employee relations, and compliance, and Collaborating with cross-functional teams to streamline recruitment processes.
- Implementing HR policies, ensuring proper documentation, and managing HR system issues.
- Promoting a positive work culture, addressing employee needs, and organizing events.
- Providing general office support, coordinating schedules, and maintaining office supplies.
- Ensuring compliance with local labor laws and regulations.
- Managing employee grievances and disciplinary actions.
- Assessing training needs and coordinating learning initiatives.

### **Recruitment Specialist**

#### **Cellusys Technologies**

**UAE, DUBAI 2021-2022**

- Identifying and hiring qualified candidates by sourcing from various channels and conducting interviews.
- Handling employee queries, resolving grievances, and ensuring optimal working conditions.
- Ensuring adherence to UAE labor laws and HR best practices.
- Identifying training needs and coordinating learning and development initiatives.
- Implementing and reviewing HR policies, processes, and procedures.
- Facilitating new employee joining formalities and conducting exit interviews.
- Assisted in the preparation and presentation of HR-related materials during career fairs and company presentations.

### **Human Resources Supervisor**

#### **Nestlé Syria**

**Damascus, Syria 2019-2021**

- Oversaw HR team, managing daily operations including recruitment, employee relations, and compliance, while

collaborating with leadership to align staffing with organizational goals.

- Developed effective recruitment strategies, addressing remote work and digital tools' HR needs and ensuring legal and policy compliance.
- Enhanced compensation, benefits programs for competitiveness; guided managers in employee relations, conflict resolution, and performance improvement.
- Led employee engagement initiatives for hybrid work environments, while monitoring HR metrics to identify trends and propose improvements.
- Stayed updated on industry best practices to ensure innovative, effective HR strategies for sustained organizational growth.

## **Human Resources Associate**

### **Syrian Society For Social Development -NGO**

**Damascus, Syria 2017-2019**

- Assist in various HR functions, including recruitment and record-keeping.
- Contribute to the implementation of HR policies and procedures.
- Handle employee inquiries and provide support in employee relations.
- Ensure compliance with labor laws and organizational requirements.

## **EDUCATION**

### **Master of Business Administration**

**University of the People** USA, Online

**2022- Present**

### **Bachelor of Business Administration majoring in (HRM)**

**SYRIAN PRIVATE UNIVERSITY** Damascus, Syria

**2014-2018**

## **SOFT SKILLS**

- Strong communication skills for effective interaction with diverse audiences.
- Collaborative team player with the ability to analyze complex problems.
- Adaptability to changing circumstances in a fast-paced environment.
- Proficient in Recruitment and Selection, Employee Relations, Data Analysis, Training and Development, Employment Law and Compliance, Performance Management, and HRIS.
- Problem-solving and decision-making skills.

## **TRAININGS AND COURSES**

- Diploma in Human Resources Management ( 100 hours) **12/2020 –4/ 2021**
- Project Management Professional( 100 hours ) **1/ 2021 - 3/ 2021**
- Business Administration “Economic Days 6” Sanad Team for Development **4/ 2019 - 8/2019**
- HSE IN Construction - level 1 **11-2018**

## **LANGUAGES**

- **Arabic: Mother tongue**
- **English: Good**

## **HOBBIES AND INTERESTS**

Reading international business reviews ,Technology ,E-commerce , Internet of Things .and volunteering.