

MEHDI NEBTI

Coorporator director of HR for group

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LinkedIn/Portfolio

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Ad Dawhah

MN

EXPERIENCE

Coorporator director of HR for group

Pate Sucree Kitcen Qatar

01/2021 Location

- Manpower Planning and Recruitment with visa process
- Managing new joiner onboarding and assign the accommodation for them
- Monitoring employee attendance and match it with the ERP system
- Managing employees request such as leaves, certificates
- Managing the leave plan and calculate the leave payment, and book their air tickets
- Managing employee performance and conduct annual appraisal for bonus plan based on their performance
- Update the employee profile details and file documentation on ERP system
- Managing the payroll reports and finalize the payroll adjustments before cut off for WPS and submit it to the finance department

HR Manager

BRK. Co Qatar

01/2019 - 01/2021 Location

- Recruited 200 candidates through manpower agencies
- Managing the recruitment and selection process
- Implemented the 360-degree performance appraisal system
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Managing and developing HR reports for management which make it easy to make decisions regarding the current resources
- Managing the final settlement of employees when they leave
- Monitoring the employees attendance as per time policy
- Developing and implementing disciplinary policies as per Qatar Labor Law
- Managing the employees leaves and the flight bookings
- Implementing the performance appraisal system for the company and coordinating it with other line managers

Head HR

MBF & First Solutions Qatar

01/2017 - 01/2019 Location

- Establishing a proper organizational structure
- Manage the HR department for 'MBF' company from scratch
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Developing and implementing employee welfare policies
- Developing and implementing disciplinary policies as per Qatar Labor Law
- Developing the exit process for the employees
- Dealing with the final settlement of employees when they leave
- Maintaining good internal communication within the company
- Developing various reports for management which make it easy to make decisions regarding the current resources
- Payroll report management
- Attendance and leave report management
- Managing the employees performance and the annual appraisal

SUMMARY

HR MANAGER A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the human resource sector.

LANGUAGES

Arabic

Advanced



English

Advanced



PASSIONS

Football

Reading

EXPERIENCE

Head of HR

VINCCI Hotels Tunisia

📅 01/2014 - 01/2016 📍 Location

- Managing the recruitment and selection process
 - Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
 - Nurture a positive working environment
 - Oversee and manage a performance appraisal system that drives high performance
 - Maintain pay plan and benefits program
 - Assess training needs to apply and monitor training programs
 - Report to management and provide decision support through HR metrics
 - Ensure legal compliance throughout human resource management
 - Managing employees leaves and leave forecast plan
 - Managing attendance and payroll adjustments based and taking the necessary action on the time policy
 - Bridging management and employee relations by addressing demands, grievances or other issues
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HR Head

AL Mouradi Hotels Tunisia

📅 Date period 📍 Location

- Assists with the updating of company policy and procedures with revisions when needed
- Ensure employees compliance with employment guidelines/laws
- Well versed and up to date with Tunis Labor Law and Disciplinary actions
- Monitor attendance against the time policy
- Managing payroll adjustments (additions/deductions) and submit it on monthly basis to the finance for payroll reference
- Assess training needs to apply and monitor training programs
- Oversee and manage a performance appraisal system that drives high performance
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization

EDUCATION

Master degree HR/ labor law

Tunisian Univesity

📅 01/1994 - 01/1998 📍 Location

Diploma in Employee social science Management

Tunisia University

📅 01/1999 - 01/2001 📍 Location