

**Mohamed Abd Elsalam**  
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## PROFESSIONAL SUMMARY

*Human Resources ~ Oil & Gas Industry ~ PR Management*

Skilled public relation professional with nearly 16 years of experience in fostering positive relationships between organization and the client. Accomplished and dedicated Public Relation and Human Resources Coordinator with extensive experience and a proven track record of success in all critical aspects of Government Relations and Human Resources. Excellent communicator, fluent in English and Arabic, able to build cohesive and productive working relationships with people across the Infrastructure Division. Proficient in Word, Excel, PowerPoint, Outlook, EPRO Program and LABOUR Office Program. Committed to providing organizations with positive interactions with the Project Management, Support Functions and Client. Holding Valid UAE driving License. Expertise in the following:

- ◆ HR Management
- ◆ Process Improvements
- ◆ Compliance /Documentation
- ◆ Administration
- ◆ Project Management
- ◆ International Travel Coordination
- ◆ Reporting
- ◆ Cross-Department Collaboration

## PROFESSIONAL EXPERIENCE

SNC LAVALIN GULF CONTRACTORS, Infrastructure, Abu Dhabi, UAE  
**Senior Public Relation Officer / Site HR Co-Coordinator/PA**

2007- 2019

- To submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas,
- Car registrations, Trade License, labor permits, export license, economic license, foreign license, etc. Collaborate with multiple Government Ministries including Immigration, Health, Municipality Office, Chamber of Commerce, GHQ Abu Dhabi Police, and Labor Office.
- To proactively manage the timely renewal of all Employment Visas and Labor Permits.
- Assist employees in renewing visas for their immediate dependents.
- To assist all staff and their dependents in the medical check process.
- Send employees a notification on documentation required prior to their visa/labor card expiring.
- Manage the visa checklist as and when the rules on visa/labor changes.
- Assist the company and the employees with visa arrangements in Embassies.
- To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- To renew all company related licenses prior to their expiry date.
- Send out notifications on documentation required to renew trade licenses and complete surveys, etc. required by the government bodies at the time of license renewals.
- Submit detailed reports related to visa expenses to the finance department.
- Reduce company risk and ensure compliance with all government policies by advising the HR Department.
- Manage the transportation, accommodation, and visa arrangement for candidates recruited from outside the country; schedule all international travel arrangements.
- Facilitate the documentation process by preparing daily, weekly, and monthly visa status and activity reports.
- Doing all the transactions of IMMIGRATION, MOHRE & TAS-HEEL.
- Managing PR matters and project enquires

- Notify residents and stakeholders of work activities nearby
  - Handle and resolve conflicts, feedback, complaints pertaining to the project.
  - Work closely with construction team to address the feedbacks.
  - Involve in LTA weekly/monthly meetings/discussions
  - Other public relations tasks required by Management
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- Labor card cancellation in case of termination or Resignation
  - Taking responsibility with my team as Public Relations Officer and HR Coordinator for:
  - SECURITY PASSES: Issue the new gate passes for Site Engineers. Renewal gate passes before expiry date. Issue the daily gate passes for site visitors. Contact with contractors to resolve any problem during their site visit.
  - Ticket Booking: Book all annual leave for all staff and business trip in need
  - It with issue all LPO to complete task.
  - Going there usually to book an appointment for employees to finish health certificate which is required for renewal the visa

**Manage, coordinate and maintain calendar of CEO including appointments, meetings and travel.**

**Responsible for organizing of internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. Meeting venue, equipment, presentations, prepare agendas.**

**Provide executive and administrative support to CEO.**

**Responsible for organizing CEO travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses.**

**Secretarial support for meetings as and when required by the CEO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting.**

**Drafting and writing high quality reports and presentations, as required by the CEO.**

**Manage, coordinate and maintain calendar of CEO including appointments, meetings and travel.**

**Responsible for organizing of internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. Meeting venue, equipment, presentations, prepare agendas.**

**Provide executive and administrative support to CEO.**

**Responsible for organizing CEO travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses.**

**Secretarial support for meetings as and when required by the CEO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting.**

\*Performs complex administrative duties, involving contact with and exposure to highly confidential materials and information.

\*Arrange, schedule, update, organize, and coordinate meetings.

\*Plan, assist and occasionally attend events, including reserving and setting up rooms, planning activities, \*preparing materials, and other related activities.

\*Professionally answer and direct incoming calls, providing and sharing telephone coverage within group during normal business hours. Be able to talk directly to

\*patients and confirm receipt of employees' medical equipment.

\*Maintain strong interpersonal relationships with employees at all levels of the organization, develop and \*maintain effective business contacts with vendors and service

\*Prepare and review expenses, reports, spreadsheets, presentations, and finished documents relevant to \*supervisor's assignment

\*Purchasing responsibility for office supplies, computer peripherals and other items.

- Maintain accurate HR database and up-to-date employees' records for monthly manpower reporting and analysis
- Assist in preparing HR statistical reports, and surveys act.
- Support in the day-to-day HR duties
- Other ad-hoc HR duties and initiatives assigned

\*Issuance of letter of employment & HR related letters.

\*Provide support to supervisors and staff

\*Liaise with government agencies

\*Assist in the application of government grants and submission of claims.

\*Upkeep and maintain inventory of office stationery

\*other administrative functions .

\*Provide support to management -level staff and clerical support to HR team.

\* Prepare confirmation letters, and monitor contract expiry for renewals.

\* Update and manage employee records.

\* Perform other duties as assigned.

SFC, Abu Dhabi, UAE

2003 - 2007

#### *Public Relations*

- Collaborate with multiple Government Ministries including Immigration, Health, Municipality Office, Chamber of Commerce, GHQ Abu Dhabi Police, and Labor Office.
- Reduce company risk and ensure compliance with all government policies by advising HR Department.
- Manage the transportation, accommodation, and visa arrangement for candidates recruited from outside the country; schedule all international travel arrangements.

- Facilitate the documentation process by preparing daily, weekly, and monthly visa status and activity reports.
- Monitor employment demobilization, labor card expirations, and residency expirations.

Ministry of Youth Sports, Alexandria, Egypt

1997-2003

*PR Manager*

- Collaborate with multiple Government Ministries including Immigration, Health, Municipality Office, Chamber of Commerce, Alexandria Police, and Labor Office.
- Reduce company risk and ensure compliance with all government policies by advising HR Department.
- Manage the transportation, accommodation, and visa arrangement for candidates recruited from outside the country; schedule all international travel arrangements.
- Facilitate the documentation process by preparing daily, weekly, and monthly visa status and activity reports.
- Monitor employment demobilization, labor card expirations, and residency expirations.
- Arrange the meetings between the minister and all governments responsibly.
- Arrange the meetings between the minister and all employees

## **EDUCATION/CERTIFICATION**

IBM Center, Alexandria, Egypt

***Certificate in Computer Software***, 1997

IBM Center, Alexandria, Egypt

***Certificate in English lang.***, 1996

ALEXANDRIA UNIVERSITY, Egypt

***Bachelor of Social Work***, 1995

ALEXANDRIA SCHOOL, Egypt

***High Secondary School***, 1990

## **PERSONAL INFORMATION**

**Nationality:** Egyptian

**Marital Status:** Married with Dependence

**Date of Birth:** 09th Oct. 1972