

Muhammad Shoaib *HR Manager*

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Dedicated and results-driven HR professional with over 15 years of international and UAE experience across diverse industries, including Manufacturing, Construction, Food & Beverages, Travel, E-commerce, and Services. Skilled in both strategic and operational aspects of human resources, with proven expertise in talent acquisition, employee relations, performance management, policy development, and HR operations. Recognized for fostering positive workplace cultures, driving employee engagement, and aligning HR initiatives with organizational goals. Committed to contributing to business growth through effective people management and continuous process improvement.

Work Experience

HR Manager, Zoomlion Gulf Fze 

08/2024 – 11/2025
Dubai

Divisions: Heavy Machinery Manufacturing

Group Presence: Middle East, Europe, Asia, and North America

Key Achievements:

- Develop and implement HR strategies that support and align with the company's overall business goals.
- Continuously improve HR processes to drive operational efficiency and support business growth.
- Lead and mentor the HR team, fostering high performance and ensuring adherence to company policies.
- Oversee recruitment and retention efforts to attract top talent and maintain a strong workforce.
- Ensure competitive compensation and benefits packages that help retain top-performing employees.
- Create a positive and inclusive work environment through open communication and employee engagement initiatives.
- Ensure full compliance with UAE labor laws and company policies to safeguard both the business and employees.
- Use HR data and metrics to guide decision-making and shape strategic planning.
- Effectively communicate and monitor KPIs across departments to ensure alignment with the company's objectives.

HR Business Partner, Dhow Holding Group 

01/2022 – 08/2024
Dubai

Divisions: E-Commerce, E-Sports, Technology, Real Estate, Media

Group Presence: UAE, KSA, Egypt, China, Qatar

Key Achievements:

- Oversee HR management, performance management, employee retention, and engagement.
- Develop and implement effective recruitment strategies, ensuring smooth hiring processes and retaining top talent.
- Draft and update HR documents, including job descriptions, employee handbooks, performance appraisals, and HR policies.
- Prepare and manage monthly HR & Admin budgets and staff payroll.
- Conduct performance appraisal awareness sessions.

- Review and manage employee medical insurance policies, visa statuses, and related documents.
- Coordinate work/residence visas for employees and handle the registration and renewal of company documents for the entire group.
- Organize training sessions to ensure employees are well-equipped for their roles.
- Plan monthly team-building events and activities to foster a friendly organizational culture.

HR Manager, Central Traders Co. LLC 

05/2019 – 12/2021
Dubai

Divisions: FMCG, Trading, Manufacturing

Group Presence: UAE, KSA, Pakistan, Oman

Key Achievements:

- Identify employees for the Talent Assessment Program and key critical positions, ensuring 100% bench strength.
- Hire staff based on company demands, collaborating with appropriate recruitment agencies in Pakistan and UAE.
- Prepare monthly staff salaries and maintain records of annual leaves, loans, and advance salaries using ERP Microsoft Business Central 365.
- Draft warehousing and factory policies for the company.
- Manage employee visa records, including timely renewals, visa pasting, and Emirates ID renewals.
- Handle company renewals, including trade licenses, establishment renewals, labor card renewals, and company vehicle renewals.
- Prepare regular HR reports to keep senior management informed of updates.

HR Specialist, Al khooor Al Aim Tourism L.L.C

02/2014 – 04/2019
Dubai

- Plan manpower needs, recruit timely, and onboard staff in TMS, Oracle, and Microsoft AX365.
- Provide career development for employees.
- Process monthly payroll in Oracle; coordinate pensions and government payments.
- Define KPIs, and conduct annual performance appraisals.
- Conduct Training Needs Assessments, develop and deliver training, and compile reports.
- Draft and implement HR policies.
- Process and manage visa requests and stamping for employees and families.

Human Resources Assistant, GOVT Planning & Development Board

01/2011 – 12/2013
Lahore, Pakistan

Call Center Supervisor, KFC

03/2010 – 12/2010
Lahore, Pakistan

Call Center Representative, IBEX

01/2009 – 02/2010
Lahore, Pakistan

Education

Master of Business Administration (Human Resource Management), Preston University

2011 – 2013
Lahore, Pakistan

Bachelor of Science in Information Technology, UCP

2007 – 2011
Lahore, Pakistan

Certificates

- MS Office Certification
- Diploma in Hotel Management

Skills

- Microsoft Dynamics 365 Business Central
- Emirates HR
- HRIS Technologies
- UAE/MENA Labor Laws & Visa Regulations
- Microsoft AX365
- Labor Relations
- Talent Development
- Bayzat HR
- Talent Acquisition / Recruitment
- Onboarding & Induction
- Bamboo HR
- Compensation & Benefits / Payroll / WPS
- Exit Management / Off-boarding

Languages

English • Urdu • Punjabi