

# Outsourced HR Services for the UAE and Middle East

Fractional HR Services tailored to your region

**Dedicated qualified HR expert assigned to your company  
to manage HR processes, accuracy, and compliance.**

## **ONBOARDING**

- Preparation of onboarding checklist, forms, and company policies for new joiners
- Master data administration (email setup, document collection etc.)
- Conduct employee orientation meetings
- Support for new employees to settle into their roles

## **OFFBOARDING**

- Acknowledge and process resignations
- Conduct exit interviews & completion checklists
- Obtain department-wise clearances
- Coordinate with payroll team for final settlement

## **HR / ADMIN OPERATIONS**

- Expert handling of mainland and freezone HR documentation (DMCC, DDA, JAFZA, Meydan, etc.)
- Preparation of HR letters (salary certificates, promotion, probation, termination, NOC, etc.)
- Management of HR system and employee records (if client uses the gulfHR system)
- Automated reminders for visa, passport, leave, contract, and insurance renewals
- Regular advisory updates on UAE labor law and compliance

***“All your essential HR requirements  
without having to employ a full-time expert.”***

## KEY BENEFITS OF PARTNERING WITH OPS

-  Single Partner, Single Process – Streamlined HR operations with one reliable point of contact
-  Reduced Administrative Load – OPS manages end-to-end coordination, allowing your team to focus on core business activities
-  Consistency & Compliance – Standardized documentation and processes minimize errors and ensure regulatory compliance
-  Proven Industry Expertise – Over a decade of experience managing HR across UAE entities and industries
-  Local Experience and Expertise, Global Standards – Regional understanding combined with professional HR excellence

## SUPPORT SERVICES

- ✓ Salary Benchmarking
- ✓ Emiratization Advisory
- ✓ Develop A Contract Template Aligned with UAE Labor Law
- ✓ Develop HR Policy Or Review Existing Policy Aligning with UAE Labor Law
- ✓ Support To Management on Any Legislation/HR Issues on Required Documentation, Application Preparation, and Appointment Coordination

## EXTENDED SUPPORT - OPS COLLABORATES WITH LICENSED PARTNERS TO PROVIDE ADDITIONAL SERVICES, INCLUDING:

- ✓ Assistance With Schengen and Other International Visa Applications (UK, US, Canada, Australia, New Zealand, Etc.)
- ✓ Visa Process (New/Renewal/Cancellation)
- ✓ Renewal Of Establishment Card/ Trade License

## GET IN TOUCH



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