



## CONTACT



+973 33200323

+973 39686721



Saraasghar91@gmail.com



Nationality: Bahraini



Location: Dubai - UAE

# SARA ABDULWAHAB

Performance Management Specialist – Assoc. Member  
CIPD Level-7, MBA. International HRM

## COVER LETTER

To Whom May It Concern,

I hope this finds you well.

I am a dynamic and a highly qualified **Bahraini national**; an associate member of Chartered Institute of Personal Development (**CIPD- level 7**), and a holder of **MBA in International HRM from London**. I have obtained more than **5 years' experience** in Bahrain's private sector combined with **UAE's government sector** as i am currently working in **Emirate's Transport – Dubai** as a **Performance Management Specialist**.

I am very passionate towards developing and retaining high performers and talents within our organization through a variety of talent management initiatives driven by Emiratization.

I have been granted an opportunity to initiate a performance driven culture in Emirates Transport for over 1500 white-collar employees and I role-model this by living the value of efficiency through working efficiently with minimal resources and going above and beyond in fulfilling my obligations towards my company.

I consider myself to be a dedicated and dependable individual who possesses excellent emotional intelligence and inter-communication skills, and I am seeking a position in either a government or a private sector to further apply my knowledge and experience and utilize my potential to contribute in achieving the organizational' s strategic objectives.

Looking forward to hearing back from you.

Yours Sincerely,

**Sara Abdulwahab.**

+973 3320 0232

+971 504474054



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## EDUCATION

### CIPD – Level 7

Chartered Institute of Personal  
Development

London, UK  
2016 - 2016

**MBA International Human  
Resource Management**  
Coventry University

London, UK  
2016 - 2016

### CMI Certification

Chartered Management Institute

London, UK  
2016 - 2016

### Level 3 Diploma in Management – ILM

The Institute of Leadership and  
Management

Impact, Bahrain  
2014 - 2014

### Bachelor of Science in Accounting and Finance

University of Wales  
Bangor, UK  
2012 - 2013

## PROFESSIONAL EXPERIENCE

2017 - Present

### PERFORMANCE MANAGEMENT SPECIALIST

Emirates Transport, Dubai

#### Key Achievements:

- Launched an online Performance Management System for 1500 Employees (92% Admin Employees “White-collar”)
- Managed 100% Performance Management system administration “Oracle Fusion”
- Achieved 80% system utilization in 1st year
- Collaborated with an outsource to include Artificial Intelligence (AI) and Robotics (RPA) into the PM System Administration work
- Launched an E-learning Platform as an exclusive talent development approach with 72% utilization (Pull and Push Strategy) in 1st year
- Re-launched the organization’s Corporate Values along with an Awards mechanism to contribute into increasing employee engagement and building a cohesive organizational culture
- Launched a Competency-based Leadership Program for 80% of mid-level managers and 50% front-line managers with an external provider
- Obtained not less than 90% of the annual training operational plan and documentation in compliance with ISO certification
- Partnered with an external provider to conduct talent review for 80% of our population via supervised assessment centers in all locations across UAE.
- Partnered with a consultancy company and the Head of HR to launch a re-organization initiative for 1800 employees.
- Supported in developing a customized competency framework for 7 job families and more 15+ sub families

## KEY COMPETENCIES

### Technical Competencies:

- Employee Engagement
- Performance Management
- Talent Management
- Recruitment and hiring
- Leadership Development
- Training and Development
- Systems Administration

### Behavioral Competencies:

- Results Driven
- Role Model
- Credible
- Collaborative
- Innovative
- Tech-Savvy

### Systems:

- Oracle Fusion
- ERP and GRP
- SAP Success Factors
- Microsoft Office
- SkillSoft (E-learning Platform)

## ACTIVITIES

### MBA Student Representative

Coventry University London

Campus, London, UK

2016 - 2017

### Campus Recycling and Re-Use Campaign Volunteer

Bangor – North Wales, UK

2012 - 2013

### Member of English Cultural Club

Bangor – North Wales, UK

2012 - 2013

## LANGUAGES

### ENGLISH

Fluent

### ARABIC

Native

## OTHER PROFESSIONAL EXPERIENCES

### Nov 2014 - Dec 2015

Human Resources Administ

**Al-Bustani Trading Company - Bahrain**

### Oct 2014 - Nov 2014

Research Intern

**Dammam University - Saudi Arabia**

### Sep 2013 - Sep 2014

Public Relations' Assistant Manager

**Dar Akhbar Al Khaleej Newspaper - Bahrain**

### June 2013 -Aug 2013

Assistant Instructor

**Bahrain Institute of Banking and Finance (BIBF) - Bahrain**

REFERENCES AVAILABLE UPON REQUEST.