



SARA ABDULWAHAB

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

CONTACT



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Saraasghar91@gmail.com



Nationality: Bahraini



Location: Dubai - UAE

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-color 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.

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Nationality: Bahraini



Location: Dubai - UAE

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

OTHER PROFESSIONAL EXPERIENCES

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

REFERENCES AVAILABLE UPON REQUEST.