

# Sana J. Amir

**Group HR Manager**

**Contact no:** +973 39335510

**Nationality:** Bahraini

**Email:** sanaa.m.javed@gmail.com

## EXPERIENCE

**GROUP HR MANAGER (January 2020 – active)**

**Al Hilal Hospital Company BSC © - Kingdom of Bahrain**

Responsible to oversee all HR functions at routine and strategic level. Developed recruitment strategies and retention plans during COVID-19, designed jobs and work processes for expansion projects and functioned as a Labour Relations consultant for legal disputes.

### ❖ Achievements

- Transformed a previously dysfunctional and under-performing HR department into a functional and cost-effective unit with 65% process efficiency compared to 2019.
- \$450,000 annual reduction in external training cost achieved by launching in-house CME training mandatory for medical staff.

### ❖ Performance Highlights

- Developed companywide HR policies and SOP's.
- Developed employee onboarding and orientation program.
- Developed partnership with recruitment agencies to reduce cost to hire by 35% (specialized jobs) and 46% for non-specialized jobs (local recruitment)
- Extended industry trainings to other hospitals transforming L&D to a revenue centre with an estimated growth of 12% in Q4 2020.
- Recouped \$227,000 in salary expenses by redesigning benefits package and audits that identified and corrected discrepancies.
- Developed an employee PMS inclusive of management by objective (MBO), 360-degree feedback and a five-point rating scale.
- Developed grievance procedure and five stage disciplinary proceedings.



## OBJECTIVES

Strategic & Innovative HR

Professional; worked in diversified multicultural teams, translates business vision into HR initiatives by improving performance, profitability, growth, and employee engagement. Skilled in HR analytics, talent management, lean processes, change management and transformation strategies.

Believes in building positive culture where collaboration is essential with management, co-workers, vendors & clients.

Strongly ethical, dedicated to drive results and committed to make a difference!

- Increased employee morale by developing and implementing recognition and incentive programs which included annual awards, “employee of the month” and linked pay to performance
- Implemented and integrated a new HRIS; 22% under budget.
- Launched employee self-service resulting in efficiency gains by 72.4% in Q3 2020

#### ❖ On-going projects

- Developing strategies for employee talent branding (improving EVP)
- Designing Employee engagement and well-being programs.
- Supervising e-modules for nurse grooming and telephone operator training
- Analysing correlation between aptitude tests, successful hires, and post probationary job success.
- Launch of ergonomics software to improve employee productivity and well-being (target audience - administrative staff)
- Launch of 6<sup>th</sup> branch by mid-2021, and two more branches by end of 2022.

### **Oil & Gas Employment career (2013-2019)**

*HR Transformation Project – BAPCO*

*Learning & Development Coordinator – BAPCO*

*Assistant Project Manager – Technip FMC*

## **EDUCATION**

**University of Illinois – Urbana Champaign (USA)** (2020-active)

*MSc in Human Resource and Labour Relations*

**University of Bahrain** (2008- 2013)

*BSc in Business Management*

**PMI - USA** (2014)

*Certified Associate in Project Management*

**Pakistan Urdu School** (2006)

*Secondary and higher secondary – pre engineering*

## **EXPERTISE**

- HR Strategy & Transformation
- Organization Development & Change
- HR best practices, policies, systems, and regulatory compliance
- USA and Middle East employment law
- HR Analytics
- Workforce planning
- Talent Acquisition
- Employee performance & improvement strategies
- Employee relations & Diversity
- Skill & Training need analysis
- Project Management
- Compensation and benefits
- Succession planning
- TALEO
- SAP SUCCESS FACTORS
- LMS ORACLE
- Excellent negotiator
- Conflict resolution
- Decision maker
- Stakeholder relations