

التاريخ 7 7 2021

سيدي / صاحب السمو الملكي الأمير سلمان بن حمد آل خليفة ولي العهد نائب القائد الأعلى رئيس مجلس الوزراء

الموضوع: طلب الحصول على وظيفة

يشرفني أن اضع طلبي هذا بين أياديكم البيضاء، وأسمحوا لي فالبداية بان أنتهز الفرصة لأقدم شكري وامتناني لمعاليتكم على ما تقومون به من عمل الخير وكسب الثواب في مساعدتكم لتأمين العيش الرغيد للمواطن البحريني انتهاجا لباني البحرين وقائدها الهمام حضرة جلالة الملك عاهل البلاد حمد بن عيسى آل خليفة حفظه الله وأبقاه، واتمنى ان أكون جزء فعال وإيجابي في تقدم وازدهار مملكتنا الغالية والى رؤية البحرين 2030.

بالإشارة الى الموضوع اعلاه، أتقدم برسالتي هذه طلبا في الحصول على وظيفة في القطاع الحكومي علما بأن طلبي من عام 2012. وإن حصولي على وظيفة في مملكتي لهو فخر لي وفرصة سانحة لبذل كل طاقاتي وجهدي لتقديم أفضل قدراتي ومهاراتي في وظيفة تتناسب مع مجال تخصصي واهتمامي، وتهدف بشكل أساسي لخدمة وطني العزيز وشعبه. ومن منا لا يريد أن يكون جزءا من عملية التطوير والتنمية على كافة الأصعدة وخصوصا الاقتصادية، وأن يترك بصمة في وطنه وأن يشعر بالانتماء اليه.

تمت مقابلاتي من قبل في تاريخ 11 من أكتوبر 2020 في هيئة التنظيم العقاري حيث تم ترشيحي من قبل جهاز الخدمة المدنية لوظيفة ضمن فريق قسم المشاريع والاستراتيجيات ولم أحظى على الرد لهذا اليوم، وبعدها تمت مقابلاتي من قبل وزارة الأشغال وشؤون البلديات بتاريخ 26 ديسمبر 2020 لوظيفة رقيب مالي علما بأنني أيضا كنت مرشح من جهاز الخدمة المدنية ولم اوفق للحصول على هذه الوظيفة. وأنا لذي الثقة بأنني أستطيع أن أكون جزءا فعالا في مملكتي، وأن أساعدكم في مواجهة التحديات المحتملة في المستقبل، وإثبات نفسي وأهليتي في استحقاق هذه الوظيفة.

اتقدم بخالص شكري وامتناني على استقطاع وقتكم الثمين لقراءة رسالتي المتواضعة هذه وعلى الفرصة التي منحتني اياها، وكذلك أود أن أشكركم على إبداء اهتمامكم للاطلاع على سيرتي الذاتية وتقييم أهليتي للحصول على وظيفة لديكم.

راجياً من الله ثم من حضراتكم النظر في طلبي،

وتفضلوا بقبول فائق الاحترام والتقدير

حسين ابراهيم العالي

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Summary

Project Manager, Management, HR & Finance. Resourceful, adaptive, and result-oriented. Looking for a challenging opportunity to best utilize in a senior role at an organization and requires interaction with a range of internal and external stakeholders, with often managing several moving project parts simultaneously.

Certificates

- CIPD Level 5 – Diploma in HR management.
- CIPD Level 3 - Diploma in Human Resources Practices
- Bahrain Labor Law
- The Association of Accounting Technicians “AAT”
- Bachelor of Finance and Business Administration

EXPERIENCE

Almoayed General W.L. L

March 2016 - Present

Special Projects Manager – Management, Finance & HR

In my role as Special Projects Manager, responsible for successful delivery of all projects/key deliverables that are currently being worked on. Co-ordination between company's projects and management of their inter-dependencies, managing client deliveries and expectations. I support the company leadership in management by:

- Supporting and guiding implementation of company policies, business practices and procedures, and analyzing risks associated with medium to large scale business development and investment projects.
- Deliver projects using the appropriate agile project management methodology, learning & iterating frequently

Activity and resource planning, planning is instrumental for meeting project deadlines, and many projects fail due to poor planning

- Organizing and motivating a project team
- Controlling time management, Develop scope and budget for delivery projects
- Planning, developing and executing special projects needs and providing support to the managing director and employee.
- Financial management of multi special investment projects (medium to large scale) by identifying opportunities that enhance the performance and efficiency of project. Cost estimating and developing the budget
- Managing relations, building connections, and formally communicating with foreigner companies to enhance international investments opportunities.
- Implementing the strategic Business Development, by support a jointed venture in Bahrain in term of team development and area improvement, oversee daily activities of delivery team and provide direction and guidance as needed
- Managing reports and necessary documentation

And I support the company leadership in HR by:

- Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents.
- Managing and handling public and government relations with the company, including Ministry of Labor, Ministry of Industry, Commerce and Tourism, Credit cards, GOSI, and LMRA.
- Supports head of HR in implementing HR policies and procedures, and provide advice and guidance on employee performance.
- Ensure that team maintains high level of competence and operational excellency
- Lead the team members by creating good working environment, influencing and motivating, analyzing employee needs and issues, and conflict management.
- Planning day to day assignments and managing payroll matters.
- Managing the annual performance appraisal process.
- Applying Bahraini Labor Law and company ethics and standards.

Board of Directors Member

- Establishing the organization's mission and purpose
- Monitoring and managing financial resources
- Serve on Committees and attending the annual meetings with jointed ventures
- Influencing in the recruitment process

Abdul-Aziz Aluminum - Abdulaziz Mansoor Alaali EST

Aug 2015 - Feb 2016

Admin and Planning Manager

- Planned daily work schedules-, short- and long-term business goals, budget, expenses and manpower.
- Maintained optimal level of performance within required budget and compliance standards.
- Controlled and planned company budget and helped executing work within the planned.
- Managed and all employee relations, recruiting, hiring and coaching.
- Handled LMRA issues, monthly payments, Passports and CPR issue and renewal, and employee medical appointments.

Abdul-Aziz Aluminum - Abdulaziz Mansoor Alaali EST

Feb 2015 - Aug 2015

Assistant Manager

- Supported operations and top management by meeting performance standards and profit targets.
- Supervised day to day performance for management and employee.
- Ensured the execution of safety, health, quality and performance policies and procedures.
- Prepared and presented (daily/ monthly/ yearly) financial and operation performance reports to top management.
- Controlled petty cash, and managed legal process outsourcing (LPO) and bank letters of credit (LC).

Awal Factory & Wooden Furniture Gallery

Jan 2013 - Jan 2015

Admin and Finance officer

- Managed and executed all financial activities including petty cash, daily reports, and facilitating weekly financial progress meetings.
- Supported top management in developing HR policies and procedures to improve working environment and solving complaints/ grievance.
- Handled and managed expats issues, including working visas, LMRA, GOSI, and legal expatriates.

Developer Wooden Furniture Factory

Feb 2010 - Jan 2013

Public Relations Officer

- Managed and replied all official letters to and from the factory.
- Managed all employees' relations.
- Managed relations and communication with Ministry of Labor and Ministry of Forging Affairs.
- Was responsible for issue and renewal of Visas, Passports and CPRs.



EDUCATION

Chartered Institute of Personnel and Development 2019

CIPD – Level 5

▶ Diploma in HR management

Chartered Institute of Personnel and Development 2017

CIPD – Level 3

▶ Diploma in Human Resources Practices

Victory Training & Development Institute 2017

Bahrain Labor law

Al Moalem Instiute 2014 - 2015

The Association of Accounting Technicians “AAT”

▶ Tamkeen supported course – E7traf program

GII 2014

Insurance arranged seminar

Bahrain Training Institute (BTI) 2012

Understanding the Financial Derivatives Markets from Theory to Practice

Bahrain New York Institute of Technology 2009 - 2012

Bachelor of Finance and Business Administration

Skills

- Speaks and writes in fluent Arabic and English
- Good communication skills, coaching and active listening.
- Ability to balance and manage workload efficiently
- Conflict management, negotiation, team building, meeting facilitating, and group discussions.
- Financial risk assessment.
- Critical thinking, recruiting, resourcing, and employee interviewing
- Self-motivate, Fully skilled in preparation and presentation of oral and written reports.
- Analyzing HR issues and applying ethical standards to workforce management.
- Data analysis, HR planning, and evaluating.
- Able to work under pressure on multiple projects.

VOLUNTEER EXPERIENCE

The Globe Program – Ministry of Education Oct 2007- Aug 2009

Team leader and Head of Organizers

Mohsen Haji Ali Group B.S.C June 2008 – Sep 2013

Office Admin



KINGDOM OF BAHRAIN - PASSPORT


مملكة البحرين - جواز سفر



TYPE النوع	ISSUING STATE الدولة المصدرة	PASSPORT No. رقم جواز السفر
P	BHR البحرين	2264535 ٢٢٦٤٥٣٥
NAME OF BEARER اسم حامل الجواز		حسين بن ابراهيم حسن علي حبيب العالي
NATIONALITY جنسية		بحريني
DATE OF BIRTH تاريخ الميلاد	PERSONAL NUMBER الرقم الشخصي	
26/01/1991 ١٩٩١/٠١/٢٦	910104581 ٩١٠١٠٤٥٨١	
SEX نوع الجنس	PLACE OF BIRTH محل الميلاد	
M ذكر	MANAMA المنامة	
OCCUPATION مهنة		
STUDENT طالب		
DATE OF ISSUE تاريخ الإصدار	HOLDER'S SIGNATURE توقيع حامل الجواز	
11/03/2013 ٢٠١٣/٠٣/١١		
DATE OF EXPIRY تاريخ الانتهاء		
11/03/2023 ٢٠٢٣/٠٣/١١		

P<BHRALAALI<<HUSAIN<EBRAHIM<HASAN<ALI<HABIB<
 2264535<<7BHR9101265M2303118910104581<<<<<<74

GCC SMARTCARD DATA

Id Number	910104581		
Full Name	HUSAIN EBRAHIM HASAN ALI HABIB ALAALI		
الاسم	حسين ابراهيم حسن علي حبيب العالي		
Gender	M		
Date of Birth	26/01/1991		
Card Issue Date/Country	04/11/2012	BAH	
Card Expiry Date	04/11/2017		
Card Status	Active	Nationality	499 / 048 /Bahrain / مملكة البحرين
Address	Flat/Villa 0 Bldg #:2151 Road :3643 Rd Name :R 3643/3643 طريق Block #:736 Block :A'ALI/عالي Gov #:0		
Governorate Name	NORTHERN / الشمالية		
Occupation / العمل	MANAGER (PROJECT) / مدير مشروع		
Employer Code	6231601		
Employer Name / اسم صاحب العمل	ALMOAYED GENERAL W.L.L / المؤيد العمومية ذ.م.م		

Passport No	2264535		
Issue Date	11/03/2013	Expiry Date	11/03/2023