





Hussain Ebrahim Al A'ali

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Summary

10 years expert of professional Human Resources management with strong progressively in Bahrain Labor Law, successfully translate strategic business objective in to workable HR initiatives while remaining cognizant of culture and people issue.

Certificates

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

EXPERIENCE

Al-Moayed General W.L.L

March 2016 - Present

Special Projects Manager – HR & Finance

In my role as Special Projects Manager, responsible for successful delivery of all Human Resources and Finance 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 HR by:

- ▶ Identifies hiring need, develops the position description, Recruitment Plan, talent acquisition, organizational chart and other recruitment related documents.
- ▶ Implementing HR policies and procedures, and provide advice and guidance on employee performance.
- ▶ Applying Bahraini Labor Law and company ethics and standards.
- ▶ 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.
- ▶ 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.

I support the company leadership in Cooperate Services 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.
- ▶ 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.
- ▶ Managing reports and necessary documentation.

Board of Directors Member

- ▶ Business start up.
- ▶ Monitoring and managing financial resources.
- ▶ Serve on Committees and attending the annual meetings with jointed ventures.
- ▶ Influencing in the recruitment process and applying Bahrain Labor Law

Abdul-Aziz Aluminum - Abdulaziz Mansoor Alaali EST**Aug 2015 – Feb 2016**

Admin and Planning Manager

- ▶ 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.
- ▶ Planned daily work schedules-, short- and long-term business goals, budget, expenses and manpower.

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