

# ADNAN JASIM ALI BUJANDAL

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## PROFILE

A Human Resources Manager with 10+ years of experience in depth expertise in the field of HR Operations Management, Benefit and Compensation, Talent Management, Employee Relations, Learning & Development and HRIS Management. Overlook on developing performance management strategies to enhance operational efficiency. Possesses a CIPD Associate, Diploma in HR Management – UK Certification Level 5 and BS in Computer Studies.

## PROFESSIONAL EXPERIENCE

### Human Resource Manager

Sep 2022 – Present

Aujan Industrial Supplies & Services – KSA and Bahrain

- Overseeing all HR functions and leader of 4 for 120+ employees.
- Developing and implementing HR strategies and programs to support company goals and objectives.
- Partnering with senior leadership to identify areas of improvement and implement solutions to drive business performance and employee engagement.
- Analysing data and metrics to measure the effectiveness of HR strategies and programs.
- Staying up to date on industry trends and best practices to ensure that our HR strategies are competitive and effective.
- Lead the development and implementation of HR policies and procedures aligning to the trends, new practices, and the country's labour legislation.
- Managing the HR budget and resources.
- Collaborating with other departments to ensure that HR initiatives are aligned with overall business goals.
- Liaison with Government Relations Department for visa and other public relations related tasks, and handles public relations related tasks in Bahrain.

### Assistant Human Resource Manager

Jan 2021 – Aug 2022

Aujan Industrial Supplies & Services – KSA and Bahrain

- Assisted HR Manager all HR functions and lead team for 120+ employees.
- Advised HR Manager on developing and implementing HR strategies and programs to support company goals and objectives.
- Assisted HR Manager identify areas of improvement and implement solutions to drive business performance and employee engagement.
- Advised HR Manager on the development and implementation of HR policies and procedures aligning to the trends, new practices, and the country's labour legislation.
- Managed HRIS system and implemented necessary updates and changes.
- Liaison with Government Relations Department for visa and other public relations related tasks, and handled public relations related tasks in Bahrain.
- Provided reports and analysis to HR Manager.

**Human Resource Supervisor****May 2019 – Dec 2020**

Aujan Industrial Supplies &amp; Services – KSA and Bahrain

- Responsible and in-charged of payroll and employee relations management
- Point of contact and consultant for all employees
- Compliance of HR policies and procedures.
- Administered HRIS system and implemented necessary updates and changes.
- Provided reports and analysis to HR Manager.
- Liaison with Government Relations Department for visa and other public relations related tasks, and handled public relations related tasks in Bahrain.

**Human Resource Supervisor****Mar 2018 – Apr 2019**

Bahrain Duty Free – Bahrain

- Responsible and in-charged of payroll and employee relations management for 500+ employees.
- Assisted HR Manager on other HR functions.
- Point of contact and consultant for all employees.
- In-charged of on-boarding and off-boarding processes.
- Compliance of HR policies and procedures.
- Administered HRIS system and implemented necessary updates and changes.
- Liaison with Government Relations Department for visa and other public relations related tasks, and handled public relations related tasks in Bahrain.

**Human Resource Executive****Feb 2013 – Feb 2018**

Bahrain Duty Free – Bahrain

- Responsible and in-charged of payroll for 500+ employees
- Assisted on all HR functions.
- Administered and in charge of HRIS system.
- Preparation of contracts and documentations.
- Assisted on on-boarding and off-boarding processes.

**CERTIFICATION****Diploma in Human Resource Management - CIPD Level 5 (UK)**

Bahrain Institute of Banking and Finance - Juffair, Bahrain

**June 2018****EDUCATION****Bachelor of Science in Computer Studies**

AMA International University Bahrain - Salmabad, Bahrain

**April 2015****ADDITIONAL SKILLS**

- Advanced Microsoft Office Skills focuses on Excel.
- Advanced ERP (HRIS) knowledge.
- Strong Analytical and Organizational Skills.
- Strong Critical Problem-Solving Skills.
- Strong Interpersonal and Communication Skills.
- Strong Leadership Skills.
- Multi-lingual (English, Arabic, and Filipino).