



Eman Faisal AlHaji Human Resources

Contact:

Kingdom of Bahrain
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Skills:

- HR Management
- Basic psychology
- Compensation and benefit planning
- Talent management
- Employee Onboarding
- Employees' relationship
- Negotiation with management

Education:

- CIPD Level 5
Diploma in People Management 2023- Feb. 2024
- BSc in Law
Kingdom University 2006-2009

Extra Courses and Certificates:

Establish Legal and risk Management requirements of small business
ITAD Group/TAG UNI
July 2013 -January 2014

Interests & Hobbies:

- Arts
- Travel
- Reading
- Scuba Diving
- Animal welfare
Toastmaster 2015-2019

Career Objective:

With over a decade of experience in the Human Resources and Legal fields, I aim to obtain a position in the Human resources department where I can utilize my experience and skills toward becoming a valuable team member contributing to talent management, creating empowering work environment and achieving organizational goals.

Work Experience

Tarsheed Energy

Human resource officer

Kingdom of Bahrain| February 2023 – Current

Tarsheed Energy is a Bahraini company that specialises in energy management consultancy and renewable energy services for commercial, industrial and residential sectors.

- Establishing HR department.
- Developing and executing recruiting plans
- Amend existing along with developing new company policies.
- Developing training and performance management plans.
- Maintained proper documentation and administration system.
- Preparing HR related documents (i.e. offer letters, disciplinary actions, performance enhancement..etc.)
- Coordinating with finance department with regards to payroll
- Communicated with government entities (Ministry of labor, RERA, Tamkeen, social insurance organization, LMRA)

Freelancer- Human Resources

Kingdom of Bahrain| October 2020-2023

- Reviewing and amending existing policies
- Producing policies.
- Providing advice and consultation to HR related matters.
- Preparing employment contracts and offer letters (Arabic and English Language).
- Amending existing offer letters and employment agreement contracts (Arabic and English Language).
- Preparing job descriptions
- Posting vacancies, filtering CVs, conducting interviews

Impact Group

Human resource Manager

Kingdom of Bahrain| November 2016 - October 2020

Impact group of companies consists of: Impact consulting, Impact professional services, Impact interiors, Impact Estate, and Saar kennels.

- Prepared job descriptions
- Attended diverse needs and requirements of all companies and companies' employees.
- Developed and executed recruiting plans (Posted vacancies, filtered CVs, and conducted interviews for entry, mid and senior positions)
- Establishing proper HR department for the group
- Amended existing and developed new company policies
- Providing legal advice/help of matters related to the group when needed.
- Collaborated with management on development and performance management plans.
- Maintained proper documentation and administration system (including Reviewing and amending employment agreements, offer letters)
- Prepared employment contracts and offer letters (Arabic and English Language)
- Took appropriate action towards work incidents and issues (Conducting investigations, preparing notices, taking disciplinary actions)
- Supervised payroll issued by account department
- Communicated with government entities (Ministry of labor, RERA, Tamkeen, social insurance organization, LMRA)
- Arranged with management to enroll employees in training courses
- Reviewed performance evaluation and appraisals
- Handled employees' issues and coordinating with management of impact companies

ABA ROLI (American Bar Association, Rule of Law Initiative)

Legal Consultant, (short- term contract)

Kingdom of Bahrain| March - September 2016

For 30 years and in more than 100 countries, the American Bar Association Rule of Law Initiative implements programs that build judicial systems and legal profession

- Provided interpretation and translation assistance
- Maintained updated report on legal and associated policies developments
- Worked with program director and legal specialist to develop, implement, and conduct programs

Al Moayed Chambers

Lawyer

Kingdom of Bahrain| December 2013 - September 2015

AlMoayed Chambers is a professional services firm based in the Kingdom of Bahrain.

- Handled labor cases and disputes
- Handled court's legal procedures and cases.
- Produced memos and legal documentations along with providing provided needed translation.
- Handled BCDR (The Bahrain Chamber for Dispute Resolution) legal procedures and cases.
- Gave lectures/presentations (English language) at RUW (Royal University for Woman)

Talal Abu- Ghazaleh Organization

Legal Officer

Kingdom of Bahrain| August 2010 - December 2013

Global **organization** for professional services and education

- Coordinated with customs (Air, Land and Sea)
- Coordinate with our agents to implement best approach for our client with regards to IP related legal in North and Latin Americas, Europe and MENA countries.
- Prepared documents (cease and desist letters, reports, correspondences) in Arabic and English languages.

Younis Zakaria lawyer office

Trainee lawyer

Kingdom of Bahrain| May - July 2010

- Handled courts sessions and matter for civil, commercial, labor, criminal, and shariaa cases.
- Analyzed cases and assessing best approach.

Public prosecution

Trainee

Kingdom of Bahrain| January - March 2009

- Attended hearings/sessions.
- Categorized and defined cases.
- Attended and participated in investigations and integrations.