MALAK **BARAKAT**

HUMAN RESOURCES PROFESSIONAL
ASSOCIATE CIPD MEMBER (LEVEL 5)

CONTACT

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SKILLS

- Tech Savvy - Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Workplace Tools, DreamWeaver & HTML
- Emotional Intelligence
- Data Analysis
- Written & Verbal Communication
- Team Management
- Strategic Planning
- Project Management
- Risk Management (TradeQuest)

EDUCATION

Bachelor's of Human Resources Management

Bahrain Polytechnic

SEP 2021 - DEC 2024

GPA: 3.52

High School Diploma Accredited by the University of Cambridge

Al Noor International School

Graduated 2021

- GPA: 93%
- 7 IGCSEs
- 4 Advanced Subsidiary (AS) Levels & Advanced (A) Levels in Business, Maths, English & Economics

LANGUAGES

English

Arabic

Korean

CERTIFICATIONS

- Ladies Who Lead Program - By Etijah Coaching & Consulting & The U.S. Embassy
- Ethical Use of AI Applications in Learning by Bahrain Polytechnic
- Project Management Certificate by INJAZ

PROFILE

As a recent graduate in Human Resources Management and an Associate CIPD Member, I am eager to kick-start my career by contributing to impactful HR initiatives. With a strong foundation in HR, I am passionate about creating positive workplace experiences and supporting employee development. My adaptability, attention to detail, and enthusiasm for project management allow me to thrive in fast-paced environments and proactively drive organizational success.

EXPERIENCE

Human Resources Consultant Intern

RCSI Bahrain — 09/2024 - 12/2024

- Designed and developed a tailored induction program based on best-practices for 227 employees from 30+ diverse nationalities, considering generational learning styles and utilizing a blended learning approach.
- Analyzed quantitative and qualitative data to tailor induction initiatives, ensuring alignment with both employee expectations and organizational goals.
- Conducted a comprehensive gap analysis of RCSI's onboarding framework, pinpointing key areas for improvement and alignment with best practices.
- Created an onboarding portal to improve accessibility of training resources, role-specific tools, important contacts, and a Learning Management System (LMS) to support self-paced learning.
- Developed 10+ supporting materials including policies, procedures, and guides.
- Established feedback mechanisms, including an employee engagement survey and AI chatbot, to support continuous improvement.

HR Intern - Tamkeen Internship Program (TIP)

Tamkeen — 07/2024 - 08/2024

- As an intern in the Talent and Facilities Management Department, I gained experience in a number of HR functions, including but not limited to Performance Management, Rewards and Compensation, Employee Relations, Talent Development, Talent Experience, and Facilities Management.
- Designed, developed, and proposed a highly interactive and gamified summer training program, leveraging learning theories and best practices to boost employee participation and engagement.
- Assisted in reviewing and updating HR policies, ensuring alignment with best practices and compliance standards.
- Collaborated on HRIS system-related tasks, contributing to the management and optimization of HR data processes.

Project Support Intern

Etijah Coaching & Consulting — 02/2024 - 04/2024

- Managed multiple cross-functional projects across 6+ domains, including logistics, recruitment, marketing, PR, administration, and strategy development.
- Led recruitment and selection efforts, processing 100+ applications, scheduling and conducting interviews, and streamlining job postings across 5+ platforms.
- Utilized data analytics to refine decision-making, identifying 70% optimization opportunities in project execution.
- Conducted training and induction sessions to onboard and mentor interns.

Account Management Intern

Obai & Hill — 05/2021 - 07/2021

- Conducted in-depth market research, developed persuasive promotional content, and worked closely with cross-functional teams to align strategies with overall business objectives.
- Contributed to the development and execution of strategic plans.
- Employed data-driven insights for decision-making.