

# FADHEL ALI



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## OBJECTIVE

- A challenging position within HR OR Administration department, in a progressive and a dynamic organization, providing me growth and career development opportunities.
- I have more than 18 years' experience working with in HR & General Administration department out of those years 12 years within The Bank of Toyo Mitsubishi UFJ Ltd, Bahrain Branch which I performed my experience as a team leader.

## WORK EXPERIENCE HISTORY



Period : January 2017 up February 2020  
 Job Title : **Human Resources Executive**  
 Company : **Sheraton Bahrain Hotel**

3 Years



Period : June 2014 up October 2016  
 Job Title : **HR & Admin Executive**  
 Company : **Global ITS Group**

2.5 Years



Period : July 2013 up May 2014  
 Job Title : **Human Resources Executive**  
 Company : **Lulu Tourism Company**

1 Year



Period : September 2001 up June 2013  
 Job Title : **HR & Admin Executive**  
 Company : **Bank of Tokyo-Mitsubishi UFJ**

12 Years



Period : July 2000 up August 2001  
 Job Title : **Personnel & Administration Officer.**  
 Company : **Universal Weaving Mails E.C**

1 Year

Period : July 1995 up June 2000  
 Job Title : **Personnel & Administration Officer.**  
 Company : **Ebrahim Abdul Aal Group.**

5 Years

## EDUCATION:

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2009

- Human Resources & Personnel Management.
- Human Resources Planning Techniques .
- Effective Recruitment and selection.
- Leadership Skills.
- Leadership Management.

### **Expert Group**

HR Training Program in Principals of Bahrain Labour Law.

2004

### **INTECH Dubai**

Awarded From Human Resources & Personnel Management Diploma.

2002

Awarded From USA (Union Bank of California)

{Leadership Management}

{Middle Managers Training Program}

1991 – 1994 **University of Bahrain**

Studied Mechanical Engineering (But Not Completed).

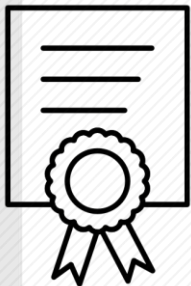
1988 – 1990 **Jidhafs Technical School Bahrain**

### **(Refrigeration & Air Conditioning Section)**

Awarded City& Guilds (London-UK) Diploma Certificate in (Refrigeration and Air Conditioning).

## COURSES:

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- Negotiation Skills.
- Building High Performance Team.
- Performance management & Effective Appraisal.
- Managing people Problems.
- Communication Skills.
- Microsoft Office User Specialist
- Banks Security Seminar.
- Introduction to Insurance and Insurance Documentation.
- Excel VBA Programming.

## ADDITIONAL SKILLS:

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- Excellent knowledge of using computer skills.
  - Good English language in written and speaking.
  - Loyal and honest for the company.
  - Effective communication.
  - Self-correspondence.
  - Managing the tasks and solving the problem if possible without disturbing the management but keeping them informed.
  - Ability to develop my career.
  - Successfully meeting new technical challenges.
- I consider myself a hard worker, realistic, always willing to learn and having new experience.

## ACHIEVEMENTS:

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- Managing team of HR & Administration – 6 staff are working under my leadership.
- Handle 350 staff daily time attendance and their work permits and visa and related matters.
- Handle Office relocation –Project team Head – successfully plan and relocate our office to Bahrain Financial Harbor.
- Establish the personnel department from the scratch and setup all the necessarily roles.
- Prepared staff handbook and new joiner orientation procedure.
- Prepared the internal policy and employee regulations.
- Introduced and implementation HR system – payroll and tim attendance.
- Successfully completed office relocation transfer from Bahrain to Dubai.

## WORK EXPERIENCE RESPONSIPOLITIES:

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- LMRA , GOSI , Immigration , CPR , MOL
- Staff Leave Control
- Staff Ticketing
- Staff Accommodation control
- Staffing (CV screening, interview, selection).
- HR Manual, Policies, Job Description.
- Payroll.
- Appraisals.
- Staff compensation and benefit.
- Looking after staff daily issue.
- Maintaining HR Department Budget.
- Provides HR comprehensive support the Management.
- Induction for new joiner, exit interview for leavers.
- To resolve any issues, employee relations within the office.
- To assist and advise Company Management on HR policy, procedure etc.
- Staff Medical Insurance
- HR Day to day issues
- Office stationary
- Office Insurance
- Driver management
- Vehicles control
- Ministries related tasks
- Control Staff Daily Attendance