

Omneiah Subhi Donia

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I have spent the last decade working at Gulf International Bank (GIB), Bahrain. Throughout my tenure at the bank I worked in a number of management roles, working with teams to manage, implement and operate a range of projects.

Over the last few years at GIB, I had moved into a role in Human Resources where I worked in several HR areas including HR Operations and was involved in the testing phase of launching GIB HR's new Oracle system. My last post was with the Learning & Development (L&D) team, focused on updating GIB's L&D policies and procedures, reviewing staff KPI's and several HR internal systems, like appraisals and HR administrative forms.

Obtaining an MBA in Marketing and Managing Change from DePaul University helped me land a role in a major project involving managing change in the workplace. Transforming from a wholesale to a retail-focused bank, HR was responsible for guiding its employees on how to handle cultural change through training and forming discussion groups.

Another project I was solely in charge of was creating job profiles for all senior and middle management. I also worked as an HR Business Partner and discussed Training Needs Analysis (TNA) with department heads, monitored staff progress and reported results to CHRO, and other heads on a weekly basis.

I am currently working as a part-time trainer at the Bahrain Institute for Banking and Finance (BIBF). I mainly teach CIPD levels 3 & 5-related courses, as well as several soft-skill courses.

ACADEMIC QUALIFICATIONS

April 2019	PGCEi (MERIT), Post Graduate Certificate of Education (International) University of Nottingham, UK
October 2002-2004	MBA with Distinction, (Concentration: Marketing and Managing Change) DePaul University – Chicago, USA
September 1998 - August 2001	Bachelor of Science in Accounting University of Bahrain
June 1998	American High School Diploma Ibn Khuldoon National School

PROFESSIONAL EXPERIENCE

Bahrain Institute for Banking and Finance (BIBF):

August 2018 – Present **Part-time CIPD 3&5 Trainer and Soft Skills courses**

- Teaching several CIPD levels 3 & 5 Courses to potential CIPD candidates
- Training soft skill courses to specific organisation as well as through public offering

Gulf International Bank:

December 2015 – December 2017 **Project Leader, 'GIB Academy' - Learning & Development, Human Resources**

Some of the key activities I undertook were:

- Launching the GIB Academy training platform in 2017 – covering training for all staff in BAH, KSA, UAE
- Identifying talent segments required to achieve and sustain the Bank's vision, strategic goals and objectives
- Training staff on managing and implementing cultural change
- Conducting training needs analysis and producing training plans
- Delivering soft skill courses – such as 'Leader as Coach' and 'Interviewing Skills'
- Maintaining HR service delivery – training, planning, execution, policy implementation, data management

- Ensuring that talent and training records / database maintained and updated on a regular basis and produce management reports
- Ensuring management & administration of legacy learning database
- Conducting and delivering HR Induction to all new joiners (junior and middle-management levels)
- Responsible for the planning and execution of all graduate and internship programs
- Communication & coordination for all planned and booked internal / external training programs for entire GIB staff (BAH & KSA)
- Implementing and completing Learning & Development Quality Management

August 2015 – December 2015 Project Manager – Design Authority, Accelerated Solutions Delivery

During the role I was part of the ASD Design team, tasked to implement 'Agile' approaches to GIB's retail and banking launch for a 20-week period. I provided overseeing the progress of the ASD teams, supported, reviewed any requirements and engaged with all the teams on planning, prioritization, scheduling and delivery.

June 2014 – July 2015 Project Manager – Administrative Services Module Leader

As Project Manager I coordinated the Module's activities, acted as a single point of contact for all the leaders, administered the project plan on MS Project, prepared all reports and represented the module during meetings.

June 2013 – June 2014 Project Manager – Operations Relocation

In this role I had to develop and prepare the Operations Division relocation project plan for relocation from GIB Bahrain and Riyadh branches to their new locations in Dhahran and Riyadh. Here I was responsible for administering the project plan through MS Project, coordinating with the operations department, supporting the Head of the Operations Support Unit and monitoring and reporting the progress regularly. The project was completed successfully with over 200 staff moved to new offices.

October 2011 – June 2013 Corporate Advisor – Investment Banking

While a member of the Financial Debt Advisory team, I offered assistance to clients in financial distress, developed information memoranda, sources potential lenders and liaised regularly with both banks and clients to reach acceptable restructuring and new debt deals.

August 2009 – October 2011 Relationship Manager – Project Finance & Advisory

Managed a US\$ 1.7BN Portfolio, including both Short-Term and Long-Term Lending, while also processing client reviews, handling waiver requests and all AML and Compliance related issues.

July 2008 – July 2009 Relationship Manager — International Banking

In this role I managed clients' relationships with GIB in the Near East Division, in particular Turkey, India and Singapore. I also coordinated with Relationship Managers in the New York and London branches, to actively seek out and market new multinational prospective clients active in the GCC.

Skills: PC and Mac literate

Languages: Fluent in Arabic and English, Intermediate in French

REFERENCES Available upon request