

Nawaf Fareed Zubari, MBA, Assoc CIPD

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Bahrain

Personal Details:

- Date of Birth: 18/07/1986
- Nationality: Bahraini
- Marital Status: Single

Work Experience:

- [March 2010- October 2019]: **Gulf International Bank**
 - [January 2019-October 2019] **Job Title: Payroll Head - Human Resources – GIB Saudi Arabia**
 - **Main Duties and Responsibilities:**
 - Increased scope of job role to include GIB Saudi Arabia and GIB Capital in addition to Bahrain and UAE as a centralized GCC Payroll Unit
 - [October 2015-December 2018] **Job Title: Payroll Head - Human Resources - Bahrain**
 - **Main Duties and Responsibilities:**
 - Management of Payroll section in Human Resources including payroll staff and all queries.
 - Managing the monthly payroll for Bahrain and UAE staff and ensuring accurate and timely payments.
 - Managing payments to third parties and governmental bodies such as SIO, Life Insurance, Loan Insurance, Saving Scheme, etc..
 - Managing the processing of staff benefits such as personal loans, advances, etc.
 - Managing the process of final settlements for resigned staff.
 - Act as approver/releaser of payroll and staff benefit payments.
 - Leading the payroll module in the Human Capital Management system project.
 - [January 2012-September 2015] **Job Title: Assistant Manager – Payroll and Salary Administration - Human Resources - Bahrain**
 - **Main Duties and Responsibilities:**
 - All duties previously set as Officer
 - Deputize for Payroll Head during absence
 - HR Module Support (April 2013-December 2014):
 - Create Weekly Recruitment Tracking Report to our Enterprise Project Management Office (EPMO) and overall tracking of Recruitment objectives
 - Administer and analyze bank-wide Staff Surveys

- Act as Operational Support and as a member of GIB's Al-Dhahran Relocation Task Force
 - Prepare presentation documents for monthly Steering Committee meetings
 - Tracking Overall HR Project Plan using Microsoft Project
- Acted as HR's representative in GIB's New Website Task Force
- Acted as HR's delegate in GIB's Information Security Management Committee meetings.
- [March 2010-December 2011] **Job Title: Officer – Payroll and Salary Administration -Human Resources- Bahrain**
 - **Main Duties and Responsibilities:**
 - Assist in processing the Payroll related to local employees at Head Office and all International Staff salaries, benefits, and allowances, including all charges thereto.
 - Processing approved staff personal and housing loans, rent advances, furniture relocation allowances, and education assistance at Head Office.
 - Prepare the Final Settlement statements and payments for leavers.
 - Processing Staff Registration/Termination in GOSI
 - Prepare daily accounting entries and produce cheques on the banking system.
 - Operate, and act as Administrator for the payroll computer system and HR network.
 - Operating GIB's banking system.
 - Assist in administration, maintenance, backup and updating of all payroll computer system(s), data and programming modifications.
 - Prepare and manage monthly proof(s), accruals, follow-up and liquidations.
 - Prepare and administer the accounts and reports of GOSI, GIB's Occupational Saving Scheme, Ministry of Health, LMRA, Life Insurance and Staff Loans Insurance.
 - Assist in processing the yearly bank's staff budget and man power plan.
- [April 2011-April 2013] **Change Agent in GIB's company-wide “Enjaz 2015” project and Change Management module.**
 - **Main duties and responsibilities:**
 - Facilitated multiple “Values to Rules” workshops whereby each department in the bank transforms GIB's new set of values into departmental rules.
 - Act as a lead change agent for “Departmental Update Meetings” whereby the change agents facilitate monthly departmental meetings to brief staff about Enjaz 2015 achievements and progress.
 - Participated in many focus groups that deal with staff and communication related issues.
- [January 2011] **Represented GIB in the Career Fair for King Fahd University of Petroleum and Minerals.**
- [June 2007- July 2007]: **Central Bank of Bahrain**
 - **Job Title:** Trainee in Accounting, IT and Banking Services Departments

Education:

- [Fall 2008 – Fall 2009] **Webster University, St. Louis, Missouri –London ,UK Campus**
 - **Master in Business Administration (MBA)**
 - With Accumulated GPA of 3.56
- [Fall 2004 – Spring 2008] **American University of Sharjah , UAE**
 - **B.S in Business Administration with Concentration in Accounting and Management Information Systems**
 - With Accumulated GPA of 3.28
- [Fall 2001-Spring 2004] **Ibn Khuldoon National School , Bahrain**
 - **International Baccalaureate (IB) Diploma**
 - With Accumulated GPA of 3.06

Professional Qualifications and Certificates:

- [Jan 2014] **Achieved Associate Membership into Chartered Institute of Personnel and Development (Assoc CIPD)**
- [September 2012] **Chartered Institute of Personnel and Development (CIPD) Level 3 Diploma in HR Practice**

Other Qualifications and Certificates:

- [July 2016] **Job Evaluation** – Hay Business Group
- [January 2014] **BIBF Professional Presentation Skills**
- [November 2012] **Auditing HR Processes Training Course** - MEIRC Training- Dubai
- [June 2011]- **EMIC Training - Facilitation Skills Workshop**
- [October 2010]- **BIBF Microsoft Excel 2007 – Intermediate** –With Distinction
- [September 2010]- **BIBF Anti Money Laundering Awareness Program** – With Distinction
- [July 2010] **-BIBF Elements of Banking** – With Distinction
- [April 2008]- **Educational Testing Services- Major Field Test in Business**: Scored above the 85th percentile worldwide

Skills:

- Languages
 - Fluent in both Arabic and English spoken and written.
- Technical Skills
 - Knowledge in Microsoft Office applications (Word, Excel, Project and PowerPoint)