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**Ali Abdulla Ahmed**

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Mobile: +97333329645

Attention: **Human Resource Manager**

I am seeking a suitable position to work within a growing organization, offering challenging opportunities for professional advancement and career development.

I am dedicated, hard working, intelligent and willing to learn from experience. Here are some of the abilities I can contribute to *your Company*:

- ☑ **Effective:** I work well both autonomously and as a cooperative team member.
- ☑ **Communicative:** I have written detailed reports for management summarising customer concerns and suggesting possible solutions.
- ☑ **Problem-solver:** I solved many customer problems through my own initiative, keeping line managers informed but taking responsibility myself.
- ☑ **Reliable:** I am known as a reliable hard worker who has never missed a deadline at work or in class.

Please take a few minutes to review the enclosed resume and I look forward to hearing further from you regarding a possible interview.

Thank you.

*Yours faithfully*

**Ali Abdulla Ahmed**

## **Ali Abdulla Ahmed**

MBA, B.Sc. Business Management

**Tel:** + 973 33329645

**D.O.B:** 11/09/1975

**Nationality:** Bahraini

**Email:** aliabdullaahmed@gmail.com

**Marital Status:** Married (2 child)

### **OCCUPATIONAL EXPERIENCE**

➤ **1, March 2012 - Present**

**HR Consultant &  
Freelancing Training**

- ❑ Advising management on the administration of human resources policies and procedures.
- ❑ Serving as internal consultants by analyzing a company's current HR programs and recommending solutions
- ❑ Developing, revising, and implementing HR policies and procedures
- ❑ Ensuring HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations
- ❑ Assisting with the development and coordination of recommended changes regarding workflow
- ❑ Conducting audits of HR activities to ensure compliance
- ❑ Presenting training sessions related to specific HR programs
- ❑ Planned, developed and delivered freelance training.
- ❑ Provided flexible learning strategies and course information to delegates.
- ❑ Attended staff development meetings and validation meetings on evaluation process.
- ❑ Completed aptitude records accurately.
- ❑ Reviewed planning of each program and reported same as required.

➤ **2, October 2010 -27, March 2012**

**Awal Gulf Manufacturing  
HR Manager**

- ❑ Lead HR projects and create new HR method in the company.
- ❑ Formulate and administer the Company's labor relations policy in accordance with legal framework in region and social labor law.
- ❑ Manage Human Resource issues that come through the department relating to clients and other departments.
- ❑ Implementation of company policies, attending client and department meetings and discussing and resolving pending issues.
- ❑ Evaluate and escalate all HR issues that are required to be known by the Head of managements.

➤ **16, April 2001 - 30, Sep. 2009 Abu Dhabi Retirement Pensions & Benefits Fund**

**HR Administrator**

***HR General***

- ❑ Developed policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- ❑ Maintained manual and computerised human resources records and information systems and assists in the preparation of statistical information.
- ❑ Assist in the design, development and implementation of HR policies.

#### ***Recruitment:***

- ❑ Coordinated all interviews with HR Manager, Section Managers and Candidates.
- ❑ Provided support in delivering a full range of recruitment and selection services that includes sourcing candidates, preparing adverts, liaising with recruitment agencies, taking up references and preparing new employee induction etc
- ❑ Proactively contributed to the development of a corporate recruitment function by establishing a good working relationship with senior management, department heads and employees.
- ❑ Administered a recruitment and selection service in accordance with policy and procedure, inclusive of the preparation of job descriptions and person specifications; assists with short listing; participates in interviews; pre-employment screening.

#### ***Training:***

- ❑ Advises on and applies HR policies and procedures including induction, performance review, training and development
- ❑ Liaise with other HR professionals in other organizations in order to gain the benefits of best practice.
- ❑ Provide assistance in performing Training Needs Analysis for each position across all departments and creates a resource and implementation plan to deliver required skills
- ❑ Creates a quarterly training calendar three months in advance, consulting with senior operational managers and service workshop teams to ensure relevance.
- ❑ Develops training courses to cover basic skills.
- ❑ Maintains training records for all service and parts staff.
- ❑ Manages training and development of high potential technicians to ensure maximum quality is delivered.
- ❑ Prepares and provides necessary training material for every training activity.

#### ***Employee Relation:***

- ❑ Make sure that all personnel records are processed correctly in a harmonised manner.
- ❑ Provide Employee Relation services to the company's employees, their family members, visitors and contractors.
- ❑ Liaising with the Company medical providers in order to effectively coordinate the medical scheme between the provider and the members.
- ❑ Ensuring that all medical cards are distributed on time to the employees and updating medical insurance database;
- ❑ Provide new recruits with information about the UAE and residency in the UAE.
- ❑ Advise and distribute information of laws and regulations to all company divisions on various Federal and Abu Dhabi Government Ministries and Directorates.
- ❑ Establish good working relations with Government officials at various levels.
- ❑ Represent the company for the public and answer a wide variety of questions.
- ❑ Search for suitable accommodation for employees (based on preferred location and accommodation allowance budget) and assist in securing accommodation.

#### **➤ 2, August 1997 – 14, April 2001**

**Dubai Islamic Bank**  
**Real Estate Officer**

- ❑ Typed correspondence and statistical reports for administrative staff.
- ❑ Acted as secretary for the Loans section.
- ❑ Set up and managed client database using database programs.
- ❑ Kept records for office.
- ❑ Made appointments and meeting arrangements for administration.
- ❑ Made "cold" calls and followed-up on visits to retail outlets throughout the region.
- ❑ Organised detailed notebooks and financial record-keeping.

- ❑ Handled face to face contacts with new and established customers.
- ❑ Established and maintained an effective filing system with over 350 regular customers.

### ADDITIONAL TRAINING

|                           |   |                 |
|---------------------------|---|-----------------|
| 📅 24/10/2011              | <b>Dealing with Difficult People</b>                                |                 |
| 📅 25/09-28/09/2011        | <b>Problem Solving and Decision Making</b>                          |                 |
| 📅 22/11/2010 - 31/01/2011 | <b>Legal Aspects of employment in the Private Sector in Bahrain</b> |                 |
| 📅 06/05-10/05/2009        | <b>Management Skills for Administrative Professional</b>            |                 |
| 📅 30/05-01/06/2009        | <b>Introduction to Management</b>                                   | IIR MIDDLE EAST |
| 📅 05/10-13/11/2008        | <b>ICDL</b>   | UAE Academy     |
| 📅 16/06-19/06/2008        | <b>Employee Relation</b>  | IIR MIDDLE EAST |
| 📅 06/05/-10/05/2007       | <b>Essential HR Skills I &amp;II</b>                                | IIR MIDDLE EAST |

### PERSONAL SKILLS

- ❑ Enjoying challenges and hard work.
- ❑ Able to communicate and interact effectively with individuals at all levels.
- ❑ Motivated team player, bringing enthusiasm and energy into group efforts.
- ❑ Can effectively work alone or as a cooperative team member.
- ❑ Motivated and enthusiastic about developing good relations with clients.
- ❑ Maintain an honest, reliable and productive attitude towards life.
- ❑ High-energy, self-motivated, self-starter with ability to develop efficient, highly productive workforce.
- ❑ Maintain simple, friendly and professional business relationships.

### EDUCATIONAL QUALIFICATIONS

|  |                                     |
|--|-------------------------------------|
| ☑ University of Wollongong in Dubai (UOWD) | <i>Dubai</i>                        |
| Master of Business Administration (MBA)    | <i>June 2008</i>                    |
| ☑ SOUTHEASTERN University                  | <i>WASHINGTON, DC U.S.A</i>         |
| Bachelor of Science Degree                 | <i>Business Management (93-96 )</i> |

### INTEREST

Traveling, Reading, Teamwork, Symphonic Music, Computer, Sports

### REFERENCES

Available upon request