



CONTACT



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Nationality: Bahraini



Location: Dubai - UAE

SARA ABDULWAHAB

Performance Management Specialist – Assoc. Member
CIPD Level-7, MBA. International HRM

COVER LETTER

To Whom May It Concern,

I hope this finds you well.

I am a highly qualified person; holder of an **MBA in International Human Resources Manager from London, UK**, and an associate member of Chartered Institute of Personal Development (**CIPD- level 7**) with over **5 years' experience** in Bahrain's private sector combined with **UAE's semi-government sector**.

I am a highly committed and responsible individual with excellent emotional intelligence and inter-personal skills, and currently working in **Emirate's Transport – Dubai** as a **Performance Management Specialist** as it matches my passion towards developing and retaining high performers and talents within the organization through a variety of talent management initiatives

I have been granted an opportunity to initiate a performance driven culture in Emirates Transport for over 1500 white-collar (Administrative) employees and I role-model this by living the value of efficiency through working with minimal resources and going above and beyond in fulfilling my obligations towards the organization at all times.

I would like to further apply my knowledge and experience and utilize my potential to contribute in achieving new strategic objectives in different sectors or industries.

Looking forward to hearing back from you.

Yours Sincerely,

Sara Abdulwahab.

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SARA ALI ABDULWAHAB

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Nationality: Bahraini

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EDUCATION

CIPD – Level 7

Chartered Institute of Personal
Development

London, UK

January 2016 – January 2017

MBA International Human Resource Management

Coventry University

London, UK

January 2016 – January 2017

CMI Certification

Chartered Management Institute

London, UK

January 2016 – January 2017

Level 3 Diploma in Management – ILM

The Institute of Leadership and
Management

Impact, Bahrain

2014 - 2014

Bachelor of Science in Accounting and Finance

University of Wales

Bangor, UK

September 2012 – May 2013

Diploma in Accounting and Finance Bahrain Institute of Banking and Finance (BIBF)

Bahrain

September 2009 – May 2012

PROFESSIONAL EXPERIENCE

2017 - Present

PERFORMANCE MANAGEMENT SPECIALIST

Emirates Transport

Dubai, United Arab Emirates

Key Achievements:

- Launched an online Performance Management System for 100% Admin Employees
"Achieved 80% system utilization in 1st year"
- Managed 100% Performance Management system administration using Oracle Fusion
"Automated 80% of manual administration and system reporting" using (AI) and (RPA)"
- Manage 100% Performance Management offline activities – end to end
- Launched an E-learning Platform as an exclusive talent development approach for 30% of workforce population
"Achieved 72% utilization in 1st year"
- Re-launched the organization's Corporate Values along with a recognition award
"Contributed to enhance employee engagement and satisfaction in 2019 by 15%"
- Supported in the re-launch of a competency-based leadership program as part of our Emiratisation Initiatives for 80% of our UAE national population in supervisory, and managerial positions.
- Manage 100% annual training programs as per the training plan and in compliance with ISO certification 1999
"Training calendar based on business needs and strategic objectives"
- Talent review for 80% of the population on (Behavioural competencies, leadership competencies, and generic competencies) through supervised assessment centers to capture high potential
- Supported in developing in-house competency framework for (9+ Job Families and sub families)

KEY COMPETENCIES

Technical Competencies:

- Employee Engagement
- Project Management
- Performance Management
- Talent Management
- Recruitment and hiring
- Leadership Development
- Training and Development
- Systems Administration

Behavioral Competencies:

- Results Driven
- Role Model
- Credible
- Collaborative
- Innovative
- Tech-Savvy

Systems:

- Oracle Fusion
- ERP and GRP
- SAP Success Factors
- Microsoft Office
- SkillSoft (E-learning Platform)

ACTIVITIES

MBA Student Representative
Coventry University London
Campus, London, UK
2016 - 2017

Campus Recycling and Re-Use Campaign Volunteer
Bangor – North Wales, UK
2012 - 2013

Member of English Cultural Club
Bangor – North Wales, UK
2012 - 2013

LANGUAGES

ENGLISH

Fluent

ARABIC

Native

OTHER PROFESSIONAL EXPERIENCES

Nov 2014 - Dec 2015

Human Resources Administrative
Al-Bustani Trading Company
Bahrain

Oct 2014 - Nov 2014

Research Intern
Dammam University
Saudi Arabia

Sep 2013 - Sep 2014

Public Relations' Assistant Manager
Dar Akhbar Al Khaleej Newspaper
Bahrain

June 2013 -Aug 2013

Assistant Instructor
Bahrain Institute of Banking and Finance (BIBF)
Bahrain