

ALI DALALI / Candidate for SPHRI

Human Resources-Generalist | Recruitment | L&D | Administration | Business Partner

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Core Skills,

- HR Management
- Performance Management
- Recruitment process
- HR Consultancy
- Employment relation
- Learning and Development
- HR Engagement
- Talent management
- Iraq Employment law

WORK EXPERIENCE

1- Human Resources-Manager, Kaizen Hospitality.co. (May 2021 – present)

Establishing HR Department in coordination with business unit through turn CO needs to HR effective application, Overseeing day to day HR activates with direct responsibility for approximately 45 employees.

- Implemented company Employee handbook tailoring with CO needs.
- Developed company Salary Scale and compensation plan.
- Created Job evaluation system (point method).
- Extracted and developed compensable factors.
- Created HR documents (training, joining and Exit).
- Maintains policy and procedure.
- Analyzing, restructuring and review company org structure, reduced FTE cost 5%.
- Coordinate the purchasing of HR system testing most fit for company needs.
- Manage process of Job description through coordination with Line managers.
- Set a job specification and requirements of each position.
- Analysis business required and standard of performance in coordination with other units.
- Oversees and manage succession plan process, reducing hiring cost around 20%.

2- Human Resources- Generalist, Manager, Abu Dhabi Islamic bank (May 2014 – Aug2021)

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Memberships

- Member of biweekly senior management committee.
 - Representatives and presenter of HR dept presentation for quarterly HO steering committee
 - Member of BRCC
 - A main focal point for Vendors, HO, line managers, outsource lawyers and employees for any staff related issues.
- 3- **Human Resources administration Officer** Ardan Energy Services(*Mar 2012 – Mar 2014*)
 - 4- **Human Resources & Administrative Manager** Iraq Global Technologies (*Mar.2011 - Feb. 2012*)
 - 5- **Administrative Officer** National Iraqi News Agency /NINA (*Dec2008 – Mar2012*)
 - 6- **Temp contract-Media Department** Ministry of endowment and religious affairs /Kurdistan (2007 – Dec2008)

EDUCATION & LEARNING

- Certificate: B.A. in English Language. Year of Graduation: 2005 – 2006.

Effective communication skills	Boo Boon/ Independent course
English Language	Global institute
Humane Resources Management certification	IPBL
Performance Management	ADIB Academy
SPHRI	AlJhood Group
AML	KPMG
Humane Resources Management certification	Central Bank of Iraq
Manage HR during the Pandemic	AlJhood Group
Advance Cyber Security training	ADIB Academy
Financial Crime and Fraud Risk	ADIB Academy

SYSTEMS

- Word
- Powerpoint
- Advance Excel
- Odoo
- Visio
- HRIS
- Go Hire

SKILLS

- Leadership Skills
- Time Management
- Set a priorities
- Coaching
- Negotiation
- Communication
- Customer service

LANGUAGE

- Arabic-Mother tongue.
- English- Excellent.

ACHIEVEMENTS

- ADIB CEO Award 2015 (ADIB)
- As a Survey Champion , after deep analysis and investigation to the results of pervious years then set solid action plans for enhancing the results that come true with a huge increase 14% on 2020 from 2019 .
- Effective voter on recruit and select full 8 staff of Basra branch on 2015 who considering the best among ADIB-Iraq.
- A huge Contribution in increasing Org Revenue around 33% on 2020.
- At early of country lockdown due Covid-19 , proud be the first who initiated and suggest online training that applied just after a few days of lockdown that make the staff enthusiasm and ready to hat double target.
- Reduced cost of hire by set outsources successors and maintain relationships with outsources potentials.