SUZAN R. AL SAFFAR

Manama, Kingdom of Bahrain. Mobile: 33007388
Suzan.R.Al-Saffar@gmail.com

HUMAN RESOURCES DIVISION MANAGER

Human Resources professional with experience administering a range of human resources programs, providing strategic and operational human resources development and managing cross-functional teams that deliver results.

Key areas of focus:

- Recruitment and orientation
- Benefits programs
- HR policies and procedures
- Performance management
- Compensation and merit structure
- Workforce development
- Strategic communications
- Training & Development

RELEVANT EXPERIENCE

Dr. Fadel Al Alawi Dentl Center 2015 – Present

Human Resouces & Administration Manager / Managing Director

Manage and direct the daily operations and managing the entire human resource, finance, medical and administration team. Paid time off and performance management for more than 20,000 full-time and part-time employees

- Managed cross-functional team of 25 employees across the division
- Oversaw annual performance review and merit increase process; developed and implemented new merit structure after thorough research and analysis of similar-sized companies
- Directed annual the compensation and benefits enrollment process; held informational seminars during open enrollment for employees to learn more about benefits plans
- Selected and train all new employees, resulting in transition to new benefits plan
- Develop and create policies in line with Kingdom of Bahrain
- Training and development process. Couch and mentor with plan setting senior level employees.

ARIJ Re-Insurance 2008 – 2015

Human Resources Officer

Managed personal, recruitment and orientation process for largest power company in region, serving more than 1000 employees

- Sourced applicants, reviewed resumes and forwarded top percentage to hiring manager for review
- Manage the personal arena and employees relations
- Built strong relationships with hiring managers across 10 sectors to guide them through the recruiting process; rewrote job descriptions based on managers' inputs
- Created new orientation program consisting of a three-day training that included additional information on environmental stewardship and energy conservation
- Oversaw job postings and entered data into HR-System; ensured compliance with company policy guidelines
- Compensation and benefits guideline to the HR Management in line with manpower market range

Sample

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BMMI – Sitra 2005 – 2008

Human Resource and Training Officer

Managed personal, recruitment and orientation process for largest power company in region, serving more than 3 GCC branches and over 3000 employees

- Sourced applicants, reviewed resumes and forwarded top percentage to hiring manager for review
- Manage the personal arena and employees relations
- Built strong relationships with hiring managers across 10 sectors to guide them through the recruiting process; rewrote job descriptions based on managers' inputs
- Created new orientation program consisting of a three-day training that included additional information on environmental stewardship and energy conservation
- Oversaw job postings and entered data into HR-System; ensured compliance with company policy guidelines
- Compensation and benefits guideline to the HR Management in line with manpower market range

EDUCATION AND CERTIFICATIONS

Al Ahliya University

Bachelor of Science in Management Information

PROFESSIONAL ASSOCIATIONS

Chartered Institute of Personnel Development — CIPD*, Ex-Member*

Bahrain Labour Law 2012

Sample