

# THEYAB AL-HASHEMI

Head of HR - Experienced HR Professional



📍 Bahrain, Diyar Al Muharraq

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## NATIONALITY

Bahraini

## CORE COMPETENCIES

- Recruitment & Retention
- Performance Management
- HR Core Systems (Oracle & SAP)
- Compliance
- Benefits & Compensation
- Change Management
- Systems & Process Improvement
- Employee Relations
- Training & Development

## CERTIFICATIONS

- Certificated CIPD HR Business Partner by PwC Academy
- COVID-19: Operational Planning Guidelines country preparedness

## SUMMARY

Innovative Human Resources professional with a proven history of success implementing strategic improvements and providing value to employers. Possesses comprehensive skills across all facets of the HR function, with demonstrated strength in evaluating processes and determining cost-effective solutions to increase efficiency and recruitment. Creative thinker with expertise creatively balancing the needs of employees with the goals of the organization.

## WORK EXPERIENCE

June 2020 - Head of HR - Sr. HR Business Partner

Present

MidChains Limited - ADGM Abu Dhabi Global Market

- C-suite leaders across Finance Technology.
- Legal & Government Affairs.
- Employee Engagement Programs
- Corporate Affairs & Communications.
- Leading of the HR team.
- Responsible for organizational transformation and transition.
- Talent management & executive coaching as well as HR service delivery.
- Policy and Procedure Development and Implementation.
- Full-Cycle Recruitment.
- Employee Relations.
- New Employee Onboarding.
- Performance Management Programs.
- Establish relationships and partner effectively with various departments including customer service, operations, finance, IT, and marketing.

Dec 2019 - HR Business Partner

June 2020

Al Ghurair - Taweelah Aluminium Extrusion Company LLC (TALEX)

- Managing employee relations, over 200 employees.
- Managing HR services and initiatives for the organization.
- Ensuring that guidelines are met pertaining to promotions and increments.
- Overseeing Payroll and Annual Performance Bonus deliveries and evaluations.
- Develop Strategic Topics in the area of Employee Recruitment.
- Ensuring all activities are compliant with UAE labor law and regulations.
- Organizational development activities.
- Develop and implement HR policies.
- Managing the organization structure.
- Managing Employee Retention Strategies.

July 2019 - HR Advisor - People & Culture

Oct 2019

University of Wollongong Dubai (UOWD)

- Full support, advice, and guidance on all employee relations matters including general inquiries; law, workforce diversity, procedures,

and response by WHO

## HOBBIES

- Passionate artist with a collection art drawings showcased in different galleries in Abu Dhabi
- Traveling and exploring new cultures

disciplinary & grievances or absence issues.

- Recruitment of the right person for a role utilizing the best selection method in a timely manner.
- Build effective working relationships with staff at all levels, providing advice and guidance on a range of HR policies and HR-related issues to support understanding and ensure effective communication of good HR practice.
- Interviewing prospective candidates and providing feedback as part of the decision making process.
- Reviewing and updating job descriptions.
- Coaching managers to help develop their people management skills as required.
- Support individuals with their personal development
- Monitoring key recruitment metrics, such as turnover and retention rates.
- Negotiating terms and conditions of employment with staff.
- Providing advice and playing a major role in work reviews and change processes.
- Suggesting new HR technology solutions to improve day-to-day operations.
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations.
- Researching and recommending performance evaluation methods (e.g. employee appraisal systems).
- Supporting Head of HR with various capability investigations, including grievance and disciplinary.

May 2016 - HR Officer

April 2019

National Investment Corporation PJSC (MFM Unit)

Senior officer reporting to the Director of HR. Assisting in supervising and leading the team to manage the full range of human resources functions, including recruitment, C&B, payroll and performance management.

- Coached managers in HR matters involving employee recruitment, performance, and discipline.
- Developed a comprehensive hiring strategy to attract talent.
- Coordinate the full cycle of recruitment, which involves developing job descriptions, sourcing, employment branding, pre-screening application forms, shortlisting and conducting interviews.
- Led employee retention and engagement efforts.
- Created numerous documents to improve company communication including employee handbook and policies and procedures.
- Responsible for leading Emiratization recruitment initiatives.
- Monitor attendance, investigate causes for employee absences, provide advice and recommendations on disciplinary actions.
- Dealing with grievances and implementing disciplinary procedures and provide basic counseling to employees who have performance related obstacles.
- Interface with 50+ employees regarding benefits, compensation and HR policies and procedures.

Oct 2009 - HR Assistant

Apr 2016

Berkeley

- Managed all human resources issues, serving as primary human resources contact for employees across the company. Spearheaded initiatives that improved recruitment, talent assessment, training and development, performance management, retention, employee satisfaction, compensation procedures, and staffing.
- Decreased potential liabilities by ensuring compliance with UAE

Labour laws, including handling complaints of unfair termination and discrimination by employees.

## EDUCATION

2011 - 2016 Bachelor Degree in Business Administration -  
Concentration in Human Recourse Management

European International College (EIC)

*Completed Associate and Bachelor degrees*

## SKILLS



### Communications

Strong interpersonal and soft skills.



### Project Management

Expertise in managing multiple projects in a fast-paced, deadline driven environment



### Change Management

Expertise in managing change and conflict in organizations.



### Microsoft Office

Preparing presentations, spreadsheets and documents.