Bustanji.353643@2freemail.com

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| **PERSONAL SUMMARY** | A reliable, capable and enthusiastic supervisor who is able to take on the management and coordinating duties of any leadership role. I am a confident, committed, highly qualified graduate with practical experience in HR, Training & Development, Software Development, Advanced Research, Analysis, & Strategic Planning. Resourceful, innovative, & proactive, I combine effective communication skills with detailed knowledge to identify areas of opportunities and deliver a satisfactory outcome for the organization whilst working alone and as part of a larger team. I am currently looking for an opportunity to further my career. |

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| **AREAS OF EXPERTISE** | * Leadership Skills
 | * Budgeting & Cost Control
 | * Programming
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|  | * Systems Analysis
 | * Communication Skills
 | * Problem Solving
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|  | * MS Access
 | * MS Excel
 | * Ability to work under pressure
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|  | * Presentation Skills
 | * Internal Audit
 | * MS Project
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|  | * Contracts Management
 | * Planning & Organizing
 | * Competence Management
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| **CAREER HISTORY** | **2012 – 2017** | Senior Training and Competence Development OfficerNational Drilling Company [www.ndc.ae](http://www.ndc.ae) |
| **Duties** | * Plans, directs and supervises the activities of assigned personnel in the Training Department.
* Prepares, maintains and upgrades Training and Career Development Policies and Procedures.
* Prepares the annual operating, capital and training budgets and presents to Management for consideration and approval.
* Monitors and controls costs against approved budgets.
* Prepares historical and statistical information upon Management request, and undertakes various studies.
* Reviews and recommends improvements to the training & development for all levels of UAE Nationals.
* Analyses current training activities and attainments in relation to the policies and procedures.
* Prepares the Company's Training Policies and Procedures Manual and follows up on their implementation by the concerned rigs.
* Follow up the training systems, records and supervise their maintenance and update.
* Prepares the Company's annual training plan on the basis of verified training needs and approved budgets.
* Conducts annual survey to validate the training & development effectiveness and weakness.
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|  | **2006 – 2017** | Senior Planning & Performance Management OfficerNational Drilling Company [www.ndc.ae](http://www.ndc.ae) |
|  | * Follow up and reports divisions performance to Business Support
* Prepares the annual operations meetings plans
* Captures and reports the operations KPIs
* Defines new KPIs according to statistics and incidents
* Aligns the work with Business Support Unit
* Supports Operations Division in preparing their annual objectives
* Generates monthly and annual Operations Activities Report
* Follow up and reports Operations Performance Management
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| **ACHIEVEMENTS** | * Developed a detailed Promotion System including 25 positions in Operations.
* Developed Competence Management System including 5 key positions.
* Developed and implemented new automated Training & Development management system.
* Developed an automated system for Contracts Management, Tracking, Compliance, and Performance.
* Developed an automated system for Marine Services.
* Developed several operating procedures & flow processes in Operations.
* Worked on several development programs for the UAE nationals using Succession Planning programs.
* Worked in a team on the development of NDC Training Manual.
* Developed CAPEX & Invoicing follow up and tracking system.
* Certified Internal Lead Auditor
* Received many awards from NDC CEO and supervisors.
* Improved the Operations QMS implementation
* Participated in H.H. Sheikh Khalifa Award Excellence.
* Developed an automated system ‘Manager Window’ to capture and record all Operations Meetings, Actions, KPI, Audits, Memos Register. “Performance Management”
* Specialized in MS Excel& MS Access.
* Basic knowledge in SAP applications.
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|  | **2001 – 2006** | Chief IT Trainer and CoordinatorDubai IT Academy – H.H. IT Education Project |
|  | * Training and Qualifying UAE Nationals on IT Applications(MS Office, Web Design, VB 6.0 Programming, & ICDL)
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|  | **1998 – 2000** | Head Office AdministratorOman International NETS (SMART Cards) - Oman |

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|  | **1996 – 1998** | Teacher AssistantJordan University for Women – MIS Faculty - Jordan |

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|  | **1993 – 1996** | Head Office CoordinatorDurrat al Qaem Contracting Company - Jordan |

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| **ACADEMICS** | **1988 – 1992** | Mut’ah University – Jordan – Programming & AnalysisBachelor Degree in Computer Science |

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| **LANGUAGES** | Arabic  | | Native Language |
| English  | | Fluent in reading, writing, speaking and communication |

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| **INTERESTS** | Running & Reading |