**PROFILE**



New joiner onboarding operations manager, with excellent collaborative and communication skills. Extensive experience in enhancing candidate experience for banking sector through onboarding projects development and implementation.

**CONTACT**



Email: [hiba-397019@gulfjobseeker.com](mailto:hiba-397019@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

HIBA



**HR OPERATIONS SPECIALIST**



**SKILLS**

Exceptional communication and networking skills Successful working in a team environment, as well as independently

Good knowledge of UAE Labour Law and visa regulations. Strong project management skills utilized across wider HR function.

Ability to handle highly confidential and sensitive information with discretion.

Ability to relate to a diversity of requests

**WORK EXPERIENCE**

Employee Relations Specialist

SEP 2019

Partner with management to interpret and administer various HR policies, procedures, and legal regulations.

Identify the need for best practice and implement HR policies ensuring compliance with legal regulations are met.

Analyse and maintain complete record of employee performance based on KPIs.

Work closely with business partners to develop job descriptions for the bank

Work closely with legal firms to built policies for offices in

international locations by adhering to country labour law

Contribute to the review and development of HR policies and

procedures A.lso ensuring yearly review and amendment of policies

and procedures.

**First Abu Dhabi Bank,** HR Onboarding Manager

OCT 2017 - SEP 2019

Assign and monitor employee progress during onboarding phase and conduct regular meetings with onboarding officers to identify and address any issues

Identify and drive projects to improve performance and efficiency of HR operations; act as the Subject Matter Expert (SME) for new hire onboarding process

**EDUCATION**



CMA

First paper completed (1 of 2), 2014

MG University

Bachelor of Commerce, 2012

Review and sign off background screening reports and action according to agreed guidelines by complying with compliance team



Worked and contributed for the implementation of Oracle Fusion as the new My HR platform and was part of the bank wide roadshow prior to its launch

Monitor the Coordination with Talent acquisition, International Assignment Management, Payroll, Benefits and the Service Center for a smooth onboarding transition.

Collaborate with global onboarding team on a monthly basis to ensure globally consistent processes.

Rolled out employee new joiner survey and Day1 Orientation program

**First Abu Dhabi Bank,** HR Onboarding Specialist

APR 2017 - OCT 2017

Onboarding specialist for all Senior hires including confidential executive hires.

Accountable for accurate completion of the new hire paperwork and personnel files.

Performed work in compliance with applicable federal, state and local regulations pertaining to immigration and company policy per management direction.

Participated in UAT and system implementation of Taleo.

Implement documentation on customer experience protocol and user guides post merger.

**First Gulf Bank (IBM RPO),** Onboarding Specialist andOnboarding Projects Lead

JUN 2014 - APR 2017

**Onboarding Projects Lead:**

Developed a Recruiter Guide with end to end description of using the Applicant Tracking System (ATS) and developed processes for integration and data transfer to Oracle HRMS

Designed an Internal Mobility model by mapping the entire process, established communication mechanisms for internal team and stakeholders

Assisted on merger workstreams to identify internal talent for key roles within the organisation.

Enhanced the Onboarding portal system to improve the distribution

channel and impact on day one experience.

**Onboarding Specialist:**

Manage weekly onboarding status meeting with the team to discuss the status of candidates and interpret/resolve onboarding issues Manage and organize Senior Executive interviews and onboarding. Create the single formal offer pack for candidates.

Interpret and use performance metrics to drive continuous process improvement.

**First Gulf Bank (Mindgym),** Training Coordinator(Leave Vacancy)MAR 2014 - MAY 2014

**EcoMan,** Training Coordinator

SEP 2012 - APR 2013