
Salama Salem Al Habsi

AAM

ORGANIZATION DEVELOPMENT
SPECIALIST

OBJECTIVE

To obtain a challenging position in a high-quality environment where my resourceful experience and academic skills will add value to organizational operations. To be placed in a company in which I can use my technical skills and leadership and training qualities to the upliftment of the company and personal growth.

SKILLS & ABILITIES

teamwork - leadership - problem solving - communication efficiency - guidance – training – coaching – teamwork - job description - appraisal evaluation- training development

PERSONAL

Address

Abu Dhabi, UAE
Al Ain

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Email

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Gender

Female

Nationality

Emirati

Marital status

Married

EXPERIENCE

AL AIN CITY MUNICIPALITY

Organization development specialist (March 2023 to Present)

COMPANY NAME, LOCATION

AL AIN CITY MUNICIPALITY

Organization development analyst (June 2016 to 2023)

COMPANY NAME, LOCATION

AL AIN CITY MUNICIPALITY

Training Analyst (April 2010 to June 2016)

COMPANY NAME, LOCATION

MINISTRY OF EDUCATION

English Teacher (August 2004 to June 2007)

EDUCATION

SCHOOL NAME, LOCATION, DEGREE

Abu Dhabi University, Master of Human Resources Management with first class honors (2009)

Ajman University, B.Sc. in English Education (2003)

PROJECTS, TASKS AND INITIATIVES

- Holding a teaching certificate /HR certificate /coaching certificate /
- certified trainer / certified EFQM assessor/ TOT
- Preparing and submitting training plans on an annual basis to the General Manager of Al Ain Municipality.
- Match training needs with the job description.
- Assessment of course outcomes (including material assessment, learners' assessment and course provider assessment).
- Employees training
- Work on current organizational structure charts/ job load/ competency matrix/ job description
- Establish evaluation assessment criteria based on annual rules.
- Work within the municipality's performance appraisal team / analyze the actual performance appraisal system and submit recommendations for improvement.

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- Nebras Award (Working and coordinating with the candidates - Attending evaluation sessions and providing evidences)
- Contributing in operations engineering of all processes in Human Resource Department.
- A team lead in the Sustainability Team (my role was a head of the executive working group within the team.
- Developing training and development plans for new employees in Al Ain City Municipality.
- Develop a training return investment plan based on Kirkpatrick's four-tiered training evaluation model.

I have obtained several certification and accredited training programs, which can be provided upon request

REFERENCES

MOHAMMED SAEED AL DHAHERI, AAM
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