



ABEER ALMATOOQ

Human Resources & Talent Acquisition

EXPERIENCE



Development Advisor

Dec 2020
Dec 2022

Mohamed bin Mubarak Al Khalifa
Academy of Diplomatic Studies -
Ministry of Foreign Affairs Of The
Kingdom of Bahrain

Achievements:

- Established the Academy quality assurance processes ISO 29993 and ISO 21001 to ensure efficiency of work through out different functions
- Developed Human Resources manuals, frameworks, manuals, and policies to streamline operations in existing functions for more than 500 employees
- Introduced and applied psychometric assessment as a part of diplomat selection process

Main Responsibilities:

- Take part in developmental projects / initiatives
- Delivered training and workshops for different levels of employees in the Ministry and its beneficiaries
- Coaching employees in different functions of the ministry and the academy.



HR Consultant & Executive Coach

Oct 2017
Dec 2020

Thrive Coaching Consultancy
Kingdom of Bahrain

Achievements:

- Executed over 20 coaching programs reaching over 100 executives
- Increased employee engagement and performance by 35%
- Conducted training development programs reaching more 2000 participants

Main Responsibilities:

- Provide Human Resources consultation to Design and implement solutions for effective talent acquisition, leadership and overall Human Resources management
- Redesigned Human Resource models for organization efficiency with better utilization of Human Resources
- Engaged in a number of projects around the region as an HR consultant, executive coach, psychometric assessment consultant

EXECUTIVE SUMMARY

Human Resource and talent acquisition professional with over 20 years track record experience in the areas of Human Capital Development & Management, Performance Management, coaching, Learning & Development, Executive & Leadership Coaching.

Abeer brings a wealth of expertise in transforming organizations, leading to more employee engagement, and the increasing productivity, alignment of business functions and leadership effectiveness

KEY SKILLS

Talent Acquisition

Human Resource
Development & Management

Coaching, Mentoring &
Training

Communication

Contact Info

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Education

Master's in Human
Resources Management
DePaul University 2009

Bachelor's in English
Literature & Psychology
University of Bahrain 2004

Certifications

**Certification in Personnel
Practice (CPP)** 2004
Chartered Institute for Personnel
and Development, UK

**Accredited Training
Professional (ATP)** 2006
SMR Group of Companies,
Malaysia

**Certificate in Performance
Management** 2010
Institute for International Research,
Dubai

Co-Active Coaching Certificate 2012
International Coaching Federation,
USA

**Certified Personal Profiling
Analyst** 2012
Thomas International, UK

Style Coaching Diploma 2014
The Style Coaching Institute, UK

HR Strategy Development 2014
London, UK

Train the Trainer 2017
Bahrain Institute of Banking and Finance

**Certified Inner Matrix
Consultant** 2018
IMX, UK

**Situational Leadership
Trainer** 2023
Ken Blanchard SL 2

EXPERIENCE (CONTINUED)



Director - HR & Administration

Tamkeen (Labor Fund)
Kingdom of Bahrain

Jan 2014
Dec 2016

Achievements:

- Increased employees engagement and contribution towards strategic objectives
- Took part in organizational restructuring project
- Revamped the HR department and segregated the different functions within it to create separate units with well defined duties and responsibilities (Organization Development, Employees Relation, Compensations & Benefits, Learning and Development)
- Created New HR manual with new policies and procedures
- Introduced psychometric assessment to the recruitment and selection process and promotion process
- Revamped the performance management system

Main Responsibilities:

- Developing and implementing Tamkeen's HR & Administration strategies and plans
- Assessing, planning, and recruitment of manpower requirements
- Managing performance through formulating agreements, conducting assessments and monitoring.
- Planned out Training & Development strategies for over 300 employees
- Overseeing compensation and benefits
- Handling grievance and employee relations
- Setting up & maintaining systems, policies, and procedures in relation to both functions
- Facility management and organizational procurement



Project Manager

Human Capital Development Tamkeen
(Labor Fund) - Kingdom of Bahrain

Dec 2006
Dec 2013

Achievements:

- Executed up-skilling and re-skilling programs reaching 5000 Bahrainis
- Programs resulted in the promotion of over 45% of participants
- Enabled over 500 SME's to train and recruit employees

Main Responsibilities:

- Managed a portfolio of National Training projects and initiatives
- Supervised project quality assurance and contractual agreements through local and international vendors and service providers
- Analyzed and evaluated tender proposals

Publications

Be True 2018 to The Song in Your Heart

"A book that invites you to listen to your inner voice and craft your life based on your own values and definition of happiness and meaning of success"

Keynotes

• AEDC 2018

UAE Dental Conference & Arab Dental Exhibition in 2018
Delivering a Lecture in Leadership in the Medical Sector.

• Aspiring Women Program

In collaboration with Dubai Airport, in 2017 and 2018, conducted a program of training and coaching, I was in charge of coaching a group of the participating ladies on one on one bases for that duration.

• DLS2 & DLS3

Participated in 2017 and 2018 as guest speaker & panelist in the areas of Leadership / Human Capital Development/ Coaching/ Presence & Confidence.

Interests

- Reading and Writing
- Art
- Traveling

EXPERIENCE (CONTINUED)



Recruitment Officer

Bahrain Maritime and
Mercantile International

July 2005
Dec 2006

- Liaise with other managers to determine staffing requirements
- Use internal and external systems to advertise job vacancies as appropriate
- Ensure compliance with employment and data protection related legal requirements
- Assist other managers to process job applications and respond to queries
- Organise and take part in interview procedures as required
- Develop and keep up to date policies relating to employment and other human resources issues



Recruitment Specialist

Clarendon Parker International

July 2004
July 2005

- Conducted sales, business development and networking to attract business from client companies
- Developing excellent client profiling and vacancy needs
- Sources candidates using multiple databases to match the right person to the client's vacancy
- Negotiating pay and salary rates and finalizing arrangements between clients and candidates
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs.



Assistant Business Analyst

Ernst and Young

Aug 2002
June 2004

- Conduct stakeholder analysis to identify relevant and key stakeholders for the development of business requirements
- Lead the gathering of information to gain an in-depth understanding of their needs
- Provide reports and presentations to direct manager and clients