

# Zainab Al Abdulal

HR and Administration Director

## Competencies

Human Resources

Legal Practice

Result Oriented

Executive Maturity

Organizational Administration

Contracting & Negotiation

Events Management

Business Development

Communication

Team Leadership

Tact & Neutrality

Prioritization

Market Research

## Professional Profile

An experienced and passionate professional with a bachelor of law degree and significant professional development relative to political and diplomatic relationships and administration of organizations. has served as chief legal officer in multiple roles. This broad experience is reinforced with a very active programme of professional development coursework. Proactive in identifying areas of opportunity and implementing change in a meaningful way. Recognized as an ethical and support team leader with the ability to mentor and grow teams to success. Builds productive business relationships across all levels of organizations through collaboration and quality-focused approach. Offers strong professional, Confident communication skills and the ability to engage with stakeholders, seniors and customers in the provision of a seamless service. Excels within high-volume, high-demand environments. A positive senior professional with a complete command of the HR lifecycle.

## Languages

Arabic

English


French

Esperanto (UN recognition)

## Career Summary

 HR, Business Development Manager

Sep 2020 – Present

 Logistics and e-Commerce Company, Saudi Arabia

- Contributing towards definition and development of logistics delivery software.
- Managing and delivering various projects, with a specialised focus on operational and logistical factors, in relation to time constraints, company objectives, project specifications, outlined targets, and industry standards.
- Exhibiting effective stakeholder communication capabilities and cross-departmental coordination skills, in order to ensure maximum operational efficiencies.
- Ensuring that all required project specifications and processes are understood and adhered to by all members of the project team.

 HR, Administrative Manager

2018 –2020

 Construction Company, Saudi Arabia


- Led extensive process documentation work to achieve ISO accreditation for the company, in contribution to the Kingdom's 2030 development vision.
- Oversaw all administrative aspects of the running of a major construction company.
- Maintained order in the office, confirming that all documentation is up-to-date and appropriately filed and managed.
- Arranged, contributed to and documented administrative staff meetings.
- Recommended enhancements to policies and procedures
- Drafted legal agreements and contracts on behalf of the company, reviewing and negotiating mutually beneficial changes to external contracts.
- Wrote and managed legal correspondence dealing with disputes with other parties.

 Human Resources Director (part time)







2018 – Present

 Joint Venture Company specialising in Oil & Gas Construction, Saudi Arabia

- Managed recruitment, on-boarding and initial training of staff.
- Oversaw and organised performance reviews and remuneration, keeping meticulous staff records.
- Arranged and managed disciplinary actions, employing exceptional communication and relationship skills.
- Wrote internal by-laws and regulations to ensured compliance with local labour and employment laws.

-  **Human Resources Manager** 2016 – 2018
-  **Joint Venture Construction Company, Saudi Arabia**
- Hired as HR administrative assistant, was promoted within 3 months to HR Manager.
- Led a team of HR professionals in managing all aspects of staffing, including full and part-time staff and contractors
- Prepared, implemented and oversaw policies for on and off-boarding.
- Conducted and supported staff performance and remuneration reviews.
- Led conflict resolution meetings to resolve differences between employees and management.
- Trained and developed staff, identifying skills gaps and arranging appropriate training and coaching.

## Education

-  Bachelor of Law 2020
-  Lebanese University, Beirut
-  Bachelor of Political and Administrative Sciences 2016
-  Lebanese University, Beirut
-  Higher Diploma in Computer Science Earlier
-  American University, AUB, Cairo

## Professional Development

2021	-Prescription Drug Regulation, cost & Access	- Tackling a Perfect Storm: COVID-19's Economic Impacts and Crafting an Effective Policy Response.
2020	-CIPD Level 5 Diploma in HR Management -Diplomatic Relations & International Disputes  -Diplomatic & Political Relationship -IT Surveillance & Computer forensics -The Certified Digital Forensic Examiner (CDFE) -Cyber Security -Network Security	-International Arbitration Fellowship (SCCA), Level Two -American Fellowship Degree in International Commercial Arbitration -Foundation TOLES Certificate -AWS Concepts, Linux Academy -Cloud Computing -Digital Computer Forensics -PMP Course
2019	-Diplomatic Relations & International Disputes	-Diplomatic & Political Relations
2018	-Contract Law, Harvard Business School -Forensic Computing, RIT -Change Management	-American Government, Harvard Business School -Business Law
2017	-Governance & Policy Advice -Social Innovation MOOC's	-Smart Cities
2016	-Innovations in Government -Project Management -Executive Secretary Program	-Saudi Arabia Labours Law -Remedial Statistics
Earlier	French Language & Culture Cambridge Diploma in IT	-ECDL Cambridge Certificate

## Memberships

- SCCA International Arbitration Fellowship
- CIPD HR Management (Student Membership)
- APM - Association of Project Management
- UK Law Society
- AIFICA Academic Council
- Greenpeace
- AMA American Management Association
- YM Young Mediators' Groups
- LERNU Society for Esperanto Language

## Volunteer Work

- Designed and wrote educational curricula and courseware for kindergarten and pre-school students, and teaching materials for the special education sector
- Designed and developed educational training packages for electronic delivery
- I participated in evaluating the legal notes of defenses for the competition teams, as well as participating in chairing and membership of the arbitration bodies for oral pleadings between the competing teams; to adjudicate the moot.