

# Sally M. Abu-Ali

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## Objective

**Create the Change in the Jordanian community by Empowering and supporting Single Moms and enhancing the workplace environment for the Human Capital .**

## Professional Experience

### **July 2019 Founder of Single Moms Arabia (Facebook Group)**

Supporting women that take full responsibility of their children legally, spiritually and financially. The group's goal is to positively support these women by sharing their success stories and finding solutions to certain problems, in addition to experts and consultants advisory while supporting our children and benefiting from other women's experiences. This page is for single Arab mothers (divorced, widow, or is responsible of her children and husband for whichever reason) anywhere around the world. We are going to host a number of lawyers to answer any legal inquiry. Furthermore, through this platform we may help to ease many of the problems that we may face with continuous development. The single mother is not only divorced or widowed one therefore it can be a mother responsible for her children due to the absence of the father.

### **31<sup>st</sup> Jan 2017 Founder & CEO of AMAN Human Capital Startup Company.**

AMAN Human Capital established in Jan 2017 under the ministry of industry and trade under the name of Sally Abu Ali for Consulting. AMAN HC founded to Increase productivity and engagement of the employees also increase the awareness of the role of HR Management among private sector and the importance of the Human Capital and the implementation of the Jordanian labor law.

We believe that the Human Capital is a strategic partner to any organization! By proper HRMS and well implemented policies and procedure and professional guidance they will add so much value to company capital and increase their engagement, loyalty, stability and productivity.

My Main duties are:

- Setting strategy and directions.
- Lead the mission to achieve AMAN Vision as planned.
- Developing Business plans.
- Meet Potential partners and clients and negotiate possible Joint venture or partnerships.
- Lead panel discussions with Entrepreneurs, and professionals.
- Lead AMAN HC social Movement, by setting topics that relate to workplace issues.
- Set the Marketing plan for AMAN Human Capital.
- Handling the Labor conflicts and represent the company over the Media Channels.
- Interview and Select potential Trainers and consultants for AMAN Projects.
- Train and lead the preparation of Human Capital Ambassadors through professional customized trainings :
  - a. HR Analytics (Ajman Gov – UAE) Nov.2019
  - b. Performance Management (Amman Chamber Committee ) Execution 12.Nov.2019
  - c. HR for NON HR (Top Management in Jawwal Palestine Telecom sector ) Aug 2019
  - d. HR Analytics (Module 4 SHRM for Ajman –UAE Gov) Oct 2019 – Nov 2019
  - e. HR Essential (Nafousa Oil and Gas –Libya ) Nov 2018
  - f. HR Essential (Jordan Engineer Association ) Jan 2018

- Set and select AMAN HC YouTube Episodes topics and guests.
- Responsible for finalizing AMAN HC YouTube Episodes.
- Career Mentoring and career path advisory for AMAN Customers.

<https://www.linkedin.com/in/sally-abu-ali-%D8%B3%D8%A7%D9%84%D9%8A-%D8%A3%D8%A8%D9%88%D8%B9%D9%84%D9%8A-14773016/>

**24<sup>th</sup> Jul 2016 till 24<sup>th</sup> Jul 2017 We Love Reading (Taghyeer.Org)/ "Administrative Manager" One Year Contract "FHI Capacity Building Project"**

- Setting goals and deadlines for the support department ( HR, QM ,Procurement, Social Media , Warehouse, IT, Admin, Logistics, and Data Entry)
- Managing administrative personnel and work flows
- Managing and inspecting all administration related works and activities, inclusive of office general management and upkeep tasks
- Supervise, Maintain and update Taghyeer SOPs and assuring that everyone is following and implementing Taghyeer Policies and Procedure according to the Organization Quality Management System.
- Managing the Support team to support Taghyeer Projects in a highly efficient manner.
- Managing the Procurement System to be followed and ruled according to each Project procedure.
- Conducted Employees Satisfaction and prepared Gap analysis.
- Created a Business workflow for Support Team.
- Follow up on Capacity building project implementation and completion within the budget, deadlines and procurement cycle for IT, HR and Finance.

**1<sup>st</sup> –Feb 2011- 9<sup>th</sup> Oct 2012 Ipsos Jordan/ "HR &Admin Manager"**

**A. HR Tasks & Duties**

- Handling all day-to-day HR activities
- Built a successful retention plan and rewarding systems.
- Development of HR policies and procedures, when requested and / or as needed
- Handling the administration and implementation of approved HR policies and procedures
- Managing the recruitment process, in terms of:
  - Identifying most suitable and efficient recruitment resources and methods
  - Managing and development of the CV databases
  - Processing and evaluating employment applications to assess eligibility
  - Coordinating the evaluation process with the relevant department heads
  - Follow up with Department heads on the 3 months Objectives process for the new employees.
- Communicating company HR policies, benefits, and procedures to employees or job applicants
- Advising managers on organizational policy matters .
- Prepare and develop the career path for the successors and talented employees of Ipsos.
- Processing, verifying, and coordinating all HR activities related to staffing, training, promotions, etc...
- Managing and administering the implementation of the performance appraisal system, and build related training plan align with the department head to improve their team productivity.
- providing relevant employee counseling, career path planning, and other related tasks
- Providing full support to Country Management and Department Heads by handling employee's questions and concerns, interpreting and administering contracts, helping resolve work-related problems, addressing grievances, refereeing disputes, firing employees, and administering disciplinary procedures
- planning, directing, supervising, and coordinating work activities of all staff relating to employment contracts and labor law relations
- Planning and conducting employee orientation programs to foster positive attitude toward organizational objectives
- Managing the development and implementation of suitable social/team building activities and other related tasks and events, that would help in enhancing employee morale, quality of life, loyalty, commitment and productivity.
- Developing of an integrated Internship Program for Ipsos Jordan Business Units.
- Handling the HR & Admin Issues of **Ipsos Iraq Employees** in term of their appraisals, inquiries, Career Development , promotions and Salary Raises
- Working on especial salary scale for Ipsos Jordan employees.

**B. Administrative tasks and duties:**

- Setting goals and deadlines for the department
- Managing administrative personnel and work flows
- Managing and inspecting all administration related works and activities, inclusive of office general management and upkeep tasks
- Development, management and implementation of management reporting tools, records and processes related to administration objectives
- Development, management and implementation of "administrative services" procedures manual
- Supervision of the PR activities and events run by Ipsos
- Overseeing, scheduling and monitoring of office upkeep and managing admin support personnel.

**17<sup>th</sup> Aug 2008- 8<sup>th</sup> Aug 2010**

**INTRACOM Middle East & Africa / "Senior HR Officer"**

**Main Duties:**

- Provide professional recruitment services to various lines of businesses, locally and internationally which include:
  - Check the Manager Request flow and the upper Management approval for any new request for new candidate.
  - Attend Job Fairs
  - Prepare Job Advertisements
  - Screening all potential candidates
  - Matching suitable candidates with clients' vacancies
  - Examining candidates
  - Conducting interviews
  - Short listing qualified candidates
  - Evaluating candidates
  - Sending Offers
  - Headhunting; targeting high level executives
  - Conduct Group and individual interviews for initial screening
- Prepare and control company Manpower planning.
- Conduct salary study for each new hire to make sure that it is according to company salary scale .
- Prepare the KPIs monthly report.
- Prepare the needed Job offers and assure that each offer is aligned with the company Manpower plan.
- Conduct Manager-employees Satisfaction after one month of the hiring date for the new employees.
- Assists with the development and implementation of human resources policies and programs.
- Implements human resources policies and programs for a business segment, consistent with policy guidelines established by management.
- Develop and Implement succession planning policy and procedure.
- Communicate employee's career path with management.
- Provide professional advice and guidance to internal customers at all levels in the business on HR issues in order to ensure that HR policies are properly applied and implemented and high standards in HR practice are achieved and maintained.
- Prepare management information reports in order to ensure that Senior Business Managers have the relevant information needed to support strategic decision-making.
- Disciplined and terminated employees, Investigate and dispute or grievance before proceeding with any termination or any disciplinary action.
- Responsible for managing several human resources functions such as orientation, organization development, relocation, compensation, training, records, safety and health, benefits, and employee services.
- Ensures quality operations of human resource processes.
- Identify the best practices and integrates them into a common process.
- Develop company organizational Structure.
- Develop employees' career path.
- Review and follow up on updating company Job Descriptions.
- Conduct Assessment for the employees needs to train and develop the weaknesses and improve employee's moral.
- Plan and arrange for employees Training and Development.
- Evaluate the output of each training.
- Update and amend the company internal policy
- Conduct awareness Session when its needed.
- HR System used (Oracle HRMS).

**2nd May 2005 – 30th Apr 2007**

**November 2003 – April 2005**

**Public Relation Manager"**

**Freddy For Music / "Human Resources Officer"**

**Al WASL International Group / "Head of Collection and**

**May 2002 – October 2003**

**October 2000 – June 2001**

**Education**

**May 2010**

**Aug 2000**

"PHR/SPHR" Morgan International – Completion May 2010.

Princess Alia College "Diploma in English literature"

### **Trainings and Certificates**

1. "Excelling in Service for front Liners"/ Company Training - Jul 08
2. "Successful Recruiting, Hiring & Interviewing" / NYIT Training Center – Aug 08
3. "Hiring Smart People" / Optimiza Academy - October 08
4. "Effective Manager" / Business Eye – Feb 2011.
5. "Negotiation Skills" / Sanaya Training Center – April 2011.
6. "Procurement Workshop" / CIS FHI360 USAID – Aug 2016.
7. "Cross Cutting Theme Workshop" / CIS FHI360 USAID – Sep. 2016.
8. "Advocacy Workshop"/ CIS FHI360 USAID – Oct. 2016.
9. "Strategic Planning workshop" /CIS FHI360 USAID – NOV 2016.
10. " M & E Workshop" /CIS FHI 360 USAID – Feb 2017.
11. "PMD Training "March 2017 Genom Center.
12. "Writing Proposal "Aug 2017 Arab Center.
13. "TOT" Sep 2017 Isteshraf Al Mustaqbal.

### **Skills**

- Excellent Communications Skills
- Efficient and highly self motivated
- Developed interpersonal skills.
- Ability to work independently and meet deadlines in high - pressure situations.
- Very good computer knowledge.
- Good Presentation Skills.

### **Interests**

Cooking, swimming, travelling, and watching documentaries.

### **References**

- References will be provided upon request.