



Abdulla Ahmed Bu Ataba Al Zaabi

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Education

2018 – 2019 Jordan.

Master in Human Resource.

1996-2000 Jordan.

Bachelor Degree in Administration & Leadership.

1991-1992 Abu Dhabi.

Diploma in Qualifying Computer Programmers.

Sport Experience

- UAE Boxing Federation Board Member since 2010
- UAE Boxing Federation Competition & Technical Commission Chairman since 2012 till now
- UAE Boxing Federation Team Manager for several Championships

Experience and Training

Abu Dhabi Media company – Abu Dhabi Radio: 2007 up till this date.

Deputy Executive Director & Director Of Radio Operation

Side Positions:-

- Deputy of the Human Resources Committee
- Deputy of Information Security Governance Committee
- Head of crisis & emergency team in the company
- Director of the media content in the radio stations.
- Director of studio one program.
- Operation Manager

Tasks:-

- Full supervision for administrative & financial work in the (8) radio Channels
- Following up with radio programs & future planning for each.
- Coordinate with all station managers and other sections on radio to develop a new programs & improve the quality of broadcasting
- Plan for the promotions of the radio programs.
- Handling employee's matters on day - to- day basis
- Preparing and updating employee's data and records
- Prepare the estimated budget of Radio in collaboration with the financial administration
- Follow up the implementation of the budget with the financial administration
- Corporate with the commercial department for arranging sponsorships for Radio's programs and for providing prizes for all radio stations and follow-up the deliver.
- Present Abu Dhabi Radio Network in different International events
- Analyzing & working in improving the radio programs quality
- Following up & analyzing the income for all radio stations
- Analyze radio expenses
- Analyze & evaluate radio listeners for all radio stations.
- Coordinate with the commercial department regarding the radio's revenue.
- Arrange the implementation of the plans and strategies to improve the performance of the radio stations.
- Following up with the HR department regarding the new radio employee's and the current employees' enquiries.
- Coordinate between the radio stations and the employees who are responsible about the radio's social media.

- Arrange coverage for the radio station in the programs or the news by coordinating with the Public Service and Marketing departments.
- Organizing events coverage with the government and private entities.

Emirates Media – Abu Dhabi Radio: 2001-2007

Executive director of Service & Head of program committee(2001-2007) & Head of HR Department(1995-2001)

Side Positions:-

- *Head of the radio program committee*
- *Director of the media content on the radio*

Tasks:-

- Monthly follows up of planning radio programs.
- Evaluation of HR performance radio programs
- Promotion of radio programs
- Preparing and updating of employee's data and records
- Present Abu Dhabi Radio Network in different International events
- Full participation in implementing a new strategy & policy for company
- Official member in more than 15 committee (recruitment, Budgeting, Separation from the company etc..)
- Formulates and recommends Human Resources policies and objectives.
- Handling confidential matters (personal files & records like time sheets, feedback forms, evaluation form, etc..)
- Full supervision for implementing & development a new HRMS system with oracle software that took (2) year
- Managing & supervising the following sections (Housing, Servicing, P.R, Recruitment, Personal)
- Receiving CVs& Filtering CVs
- New employee orientations
- Arrangement for training & induction
- Processing payroll and ensuring timely disbursement of salary
- Participate in many official missions out of the country.
- Attending board meeting, coordinating with different head of dept.
- Conducts analyses to determine staffing numbers, skills and needs to the organization's objectives.

Ministry of information & cultural:-

Head of Personnel Section (1991-1995) & Head of Personnel Section Assistant (1986 – 1991)

Side Positions:-

- Key member in budget committee in ministry of information.

Tasks:-

- Dealing with all staff problems, technical & Interpersonal
- Follow up for employee's personnel procedures
- Communicating with employees on behalf of senior management staff
- All personal work from appointment, leaves, termination, housing, etc..
- Preparing annually budget / statement & reports concerned
- Training new staff to handle the personal department work
- Preparation of cash in lieu and travel tickets documents for external contract appointment leaves.
- Excellent in dealing with customers
- H.R. Performance evaluation
- Hard working with quality& high performance
- Strategic planning & effective performance in Management
- Administration problem analysis
- Manpower planning.

LANGUAGES:

- Arabic and English: Written and Spoken

PERSONAL SKILLS

- Self-motivation
- Hard worker
- Team work

HOBBIES

- Traveling
- Reading