

Hanane Ahmed Zejly

Curriculum Vitae

PERSONAL DETAILS:

- Name : Hanane Zejly
- Nationality : UAE national
- Address: P.O. Box 112010
- Mobile: (971) 504246503
- Email: hzejly@gmail.com
- Languages: Arabic, French and English (Excelling in all three)

PROFILE

Enthusiastic person with a dedicated interest in Human Capital Development, training and capacity building. Hard worker, critical thinker with ability to adapt quickly and competently to new responsibilities. Active team leader who effectively collaborates with colleagues and superiors and establishes quality relationships within the workplace and beyond. Possess outstanding interpersonal and communication skills, present information in innovative ways.

AREAS OF EXPERTISE

Technical Competency

- Project, Program and Portfolio and Management and planning Skills
- Ability to bring structure to unstructured problems or situations
- Strong general management skills to develop a team and increase program management maturity
- Familiarity with the nuclear industry including:
 - Knowledge of regulations, codes, standards, guides, etc., governing nuclear power plant systems
 - Working knowledge of the Systematic Approach to Training, nuclear training, plant operations, and plant administrative/management control
 - Thorough knowledge of nuclear training regulatory, licensing and safety issues

Behavioral Competency

- Ability to think strategically, i.e.:
 - To think about a complex system in a holistic, integrated fashion.
 - To link strategy to implementation and develop strategically-focused plans
- Strong leadership skills and ability motivate diverse cross-functional teams without having direct authority over them
- Energetic self-starter who demonstrates strong resourcefulness and personal initiative. Requires little hand-holding to deliver complex tasks. High level of energy and motivation.
- Adaptable and comfortable in fast-changing start-up environment.
- Support Operations-led culture.
- Ability to operate effectively in a cross-cultural environment.
- Strong oral and written communication skills. Comfortable presenting to senior management and large groups.
- Uncompromising integrity

ACADEMIC CREDENTIALS AND PROFESSIONAL QUALIFICATIONS

Senior Reactor Operator
Management Equivalency
Certification

Westinghouse
Waltz Mill, Florida, USA

Feb- June 2015

Six Sigma Green Belt Program	Six Sigma	October 2014
INPO Instructor Certification	Institute of Nuclear Power Operators INPO	Oct- Dec 2012
NUCLEAR ENERGY FOR EXECUTIVES	Massachusetts Institute of Technology Boston, MA-USA	July 2011
Master's Degree in Science	George Mason University Virginia USA	2002
Bachelor of Science Degree	George Mason University Virginia USA	1999

PROFESSIONAL EXPERIENCE
NAWAH ENERGY COMPANY

**DIRECTOR,
CAPACITY BUILDING & TRAINING** *January 2018- Present*
Abu Dhabi, UAE / www.nawah.ae

Responsibilities include:

- Overseeing the management of corporate/station/power generation training programs, accredited and non-accredited, to drive improved personnel and plant performance
- Lead the establishing of key initial and continuing discipline-specific training programs in support of plant startup and operations.
- Establishing appropriate strategic training, leadership and career development plans to support the site and corporate objectives. This includes development of the performance monitoring systems and assessment methods
- Business planning and oversight of the training, education, and operations capacity building functions in order to ensure optimal performance and strategic alignment
- Establishing effective management systems to support corporate and station training, qualification, education, and development needs
- Lead benchmarking and implementing process improvements to ensure industry leading, learning and organizational development methods are utilized.

EMIRATES NUCLEAR ENERGY CORPORATION

**DEPUTY DIRECTOR,
CAPACITY BUILDING & TRAINING** *October 2014- December 2017*
Abu Dhabi, UAE / www.enec.gov.ae

Responsibilities include deputizing for the CBNT Director as required:

- Overseeing the management of corporate/station/power generation training programs, accredited and non-accredited, to drive improved personnel and plant performance
- Lead the establishing of key training programs in support of plant startup and operations.
- Establishing appropriate strategic training, leadership and career development plans to support the site and corporate objectives. This includes development of the performance monitoring systems and assessment methods
- Business planning and oversight of the training, education, and operations capacity building functions in order to ensure optimal performance and strategic alignment
- Establishing effective management systems to support corporate and station training, qualification, education, and development needs
- Lead benchmarking and implementing process improvements to ensure industry leading, learning and organizational development methods are utilized.

CAPACITY BUILDING AND CORPORATE TRAINING MANAGER *April 2012 - Oct 2014*
INTERIM TRAINING SUPPORT MANAGER

Shouldered different responsibilities in Capacity Building, Corporate Training and Training Support including:

1. Capacity Building	<ul style="list-style-type: none">• Provide technical instruction, support and training program administration for ENEC capacity building programs including the Institute of Applied Technology (IAT) Higher Diploma Program.• Research, identify and define the gaps between staffing requirements and available resources in the existing UAE talent pool pipeline in order to guide capacity building initiatives.• Oversee the development of long-term relationships with external educational institutions with the aim of developing nuclear education programs in the UAE• Establish cooperative relationships with Khalifa University, Abu Dhabi Polytechnic, and other UAE and international educational and academic organizations to conduct programs that develop local capabilities to support ENEC staffing needs• Support line managers in forecasting and recruitment of personnel via the educational programs to meet future needs.• Manage the development, implementation and administration of corporate education programs for employee development.
2. Corporate Training	<ul style="list-style-type: none">• Manage ENEC Corporate internal training programs to drive improved performance of personnel and organizations in order to meet industry standards and regulatory requirements.• Identifying and defining short and long-range ENEC training needs and program requirements.• Maintain joint ownership and accountability for the ENEC Training program with departmental management to ensure training processes and standards are incorporated.• Managing training schedules and resources to adequately deliver corporate training plans
3. Training Support	<ul style="list-style-type: none">• Oversee the development and maintenance of Capacity Building and Training policies, process descriptions, and procedures in accordance with established requirements.• Manage the periodic review and assessment of the effectiveness of the Capacity Building programs and initiatives.• Develop plans and actions to improve the effectiveness of Capacity Building programs and initiatives.
4. People Management	<ul style="list-style-type: none">• Manage the effective achievement of organization's objectives by setting individual targets, developing and motivating staff, provision of formal and informal feedback and appraisal- in order to maximize subordinate and department performance• Contribute to the UAE National employees in a manner which supports the objectives of the corporation and its Emiratization strategy.• Contribute to the knowledge dissemination/sharing in a way that assists with building internal capabilities of UAE nationals where applicable.

HEAD OF CORPORATE INSTRUCTORS
DEPUTY MANAGER CORPORATE TRAINING

Abu Dhabi, UAE / www.enec.gov.ae

May 2011- April 2012

Responsibilities include:

1. Training Program Administration	<ul style="list-style-type: none"> • Provide oversight to ensure the Systematic Approach to Training is used in the creation and implementation of training to ensure training effectiveness. • Develop the monthly corporate general training schedule. • Ensure corporate training material meets procedural requirements and access and distribution are controlled. • Develop general training plans as required to support training needs and performance improvement. • Provide input for the corporate training budget to ensure it meets the needs of the corporate staff.
2. Training Program Support	<ul style="list-style-type: none"> • Maintain joint ownership and accountability for the Corporate Training program with departmental management. • Support training needs analysis to formulate recommendations for training and non-training solutions for identified weaknesses. • Provide oversight and support of SME instructors (in accordance with ENEC procedures) to facilitate effective training that improves job performance. • Ensure the taqa Learning Management System and e-Learning infrastructure supports the day-to-day administration of corporate training.
3. Training Program Improvement	<ul style="list-style-type: none"> • When requested, lead/participate in evaluations and assessments focusing on training effectiveness. • Evaluate student feedback and management observations of corporate training to identify and implement improvement opportunities. • Provide feedback on the quality of training provided by corporate instructors and SME instructors. • Champion management expectations for training, human performance and safety culture in all settings.
4. Supervisory	<ul style="list-style-type: none"> • Work with Training management to develop personnel with the requisite background knowledge, skills and attitudes to fill Training Instructor and Training management positions. • Establish goals and priorities for activities to which this position and its direct reports are responsible within Corporate Training. • Ensure the corporate and SME instructors possess the requisite technical and instructional knowledge and skills and are certified per ENEC procedures to conduct training in their assigned disciplines and topics.

The American University in Dubai

ACADEMIC ADVISING CENTER COORDINATOR

ACADEMIC ADVISOR- ENGINEERING & INFORMATION TECHNOLOGY *Jan 2009- May 2011*

Dubai, UAE / www.aud.edu

Administrative Responsibilities

- Contributed to the establishment of an Academic Advising Center as a first for AUD, drafted and implemented the mission, goals and strategies for the unit;
- Led a team of four competent advisors, completed outcome assessments and annual institutional effectiveness and performance appraisal reports;
- Imparted clear and accurate information about academic and institutional requirements and policies to students, faculty and media;
- Maintaining regular communication channels with other institutional departments and units;
- Encouraging students to explore and develop their aptitudes and ambitions;
- Collaborating with students to develop realistic and suitable educational plans;
- Assisting students in selecting appropriate courses and other educational activities;
- Maintaining accurate records of students' progress toward established goals;
- Monitoring students with difficulties and referring them to institutional support services;
- Maintaining confidentiality according to AUD's established standards;

- Helping students use University resources to maximize their academic and personal potential; and
- Assisting students in developing decision making skills and assuming responsibility for their educational plans and achievements.
- Organized the Third Annual Engineering Fair at AUD as an outreach event to local High School students.

Educational Responsibilities

Lecture on Natural Science; emphasis on the general principles of science, the ecological systems, their dynamics and the effects of humankind on the biosphere. Also teach Mathematical skills and the use of arithmetic & algebra in our everyday life.

ADJUNCT INSTRUCTOR/ LECTURER: (SCIENCE & MATHEMATICS) *Jan 2003- Dec 2008*
Dubai, UAE / www.aud.edu

Responsibilities

Lectured on Natural Science; emphasis on the general principles of science, the ecological systems, their dynamics and the effects of humankind on the biosphere. Teach Mathematical skills and the use of arithmetic & algebra in our everyday life.

- Demonstrated abilities:
 - Assume all responsibilities of educator including professional development, assessment of students and staff meetings. Collaborate with cooperating lecturers to design curriculum and lesson plans.
 - Perform basic administrative duties such as recording attendance and maintaining student grade reports.
 - Integrate technology into curriculum, supplementing lectures and developing research skills. Use of internet to upload lectures and research current issues.
 - Maintain positive relationships and fostering an environment of open communication and support.

George Mason University, USA

ADJUNCT INSTRUCTOR (BIOLOGY) *August 2001 -May 2002*
Fairfax, Virginia USA/ www.gmu.edu

Responsibilities

Taught introductory biology to first year students and supervised their individual experiments. Produced detailed protocols for new experiments and demonstrated the techniques. Provided assistance to students and colleagues alike in their laboratory routines. Assumed all administrative teacher responsibilities including grading and communicating with the registrar's office.

LABORATORY TECHNICIAN (MICROBIOLOGY) *2001*
Fairfax, Virginia USA/ www.gmu.edu

Responsibilities

Shared the full responsibility of the microbiology and genetics lab with another colleague, prepared all required materials and cultures, run and maintained all the research equipment in the facility; prepared inventories for the supplies and chemical products. Assisted professors in their research experiments within the lab facility.

PROFESSIONAL DEVELOPMENT/ SEMINARS/ CERTIFICATIONS

Conference on Nuclear Training and Education *February 4-7, 2015*
American Nuclear Society
Jacksonville, Florida, USA

Conference on Nuclear Training and Education *February 8-13, 2013*
American Nuclear Society
Jacksonville, Florida, USA

World Association of Nuclear Operators *October 14- 16, 2012*
Leadership Training for Management
Abu Dhabi, UAE

Ashridge Business School of Management (UK)
Management Development Programme
Abu Dhabi, UAE

May 27-29, 2012

World Association of Nuclear Operators
Behaviors and Actions that Support a Strong Nuclear Safety Culture
Abu Dhabi, UAE

April 10, 2012

World Association of Nuclear Operators
1ST Line Supervisor LEADERSHIP COURSE
Abu Dhabi, UAE

December 11- 15, 2011

CAFE ME- e-Learning Forum
Dubai, UAE

November 15, 2011

PRESENTATIONS AND PROFESSIONAL VENUES

Attended /Presented at several local and international venues including:

- *WANO Pre-Startup Conference, China 2015*
- *IAEA Technical Meetings and workshops,*
- *US Conference on Nuclear Training And Education (2013, 2015)*
- *Brooking Institute...*