
HR Senior Manager

Repeated success bridging the business/technical divide

A dynamic, highly driven leader with expertise in labor laws and regulations, process improvement, and innovation gained over 13 years of professional experience. Proven ability to optimize logistical procedures. Excels in B2B and B2c environments. Personable and energetic with the communication skills needed to build consensus on complex initiatives.

Highlights of Expertise

- Cross-cultural Communication Skills
- Operational Excellence
- Community Relations
- Facility Management
- Training & Development
- Shared Services
- Change Management
- Design Systems
- Payroll
- Coaching & Mentoring
- HR Policies
- Government Relations
- Labor Law.
- Employee Care
- Performance Management
- Talent Management



Professional Experience

AL Muahdeeb & ALJ Groups – Muheel, Jeddah

HR Manager, (2019 -)

Responsible for all HR function



Dabbagh Group - SAED, Jeddah

Senior Manager, LS HR (2018 - 2019)

Orchestrate all aspects of HR across numerous sub-companies with a particular focus on payroll, government relations, accommodation, and system-related development. Ensure efficient HR operations for 8,000 employees in both B2C and B2B environments.



- ♦ Designed and rolled out 210 new processes from May to December of 2018.
- ♦ Designed new employee app for iOS and Android to track and request 180 services.
- ♦ Sustain Ajeer level to 97% in 2018.
- ♦ Attained 96% customer satisfaction with all HR operation services.

United Transportation Company, Budget Saudi Arabia, Jeddah

HR Manager (2016 to 2018)

Managed large-scale organizational changes and implemented international best practices throughout a company group. Oversaw essential financial operations including Payroll. Drove talent acquisition and HR operations. Developed contacts with government offices and community organizations to improve company image.



- ♦ Developed new policies and procedures for the group.
- ♦ Championed and introduced SLA (Service Level Agreements) within business units.
- ♦ Implemented Oracle Systems for HR services.
- ♦ Recruited over 500 new staff with 100% alignment with MOL regulation in KSA.

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Schindler, Jeddah

HR Administration & Change Manager (2012 to 2016)



Directed all Administration and HR functions. Managed key facilities and ensured positive government and public relations.

- ◆ Implemented SHAPE including Field link for iPhone, Sales & Marketing, and Finance system.
- ◆ Successfully negotiated real-estate deal and captured 15M SAR more than the agreed amount.
- ◆ Designed a documentation generation system that slashed document preparation from three days to three hours.

ZFP , Jeddah

HR Manager - Manpower Planning (2010 to 2012)



- ◆ Strategic planning: share with senior management the design and implementation strategy for KSA.
- ◆ HR plan and budget: Produces the annual HR plan and budgets and resources needed Ensured the smooth and efficient operations of the HRMS

NCB , Jeddah

Senior Officer (2006 to 2010)



Education

B.C.A in Computer Application

Bangalore University, Bangalore, India



CHRIST UNIVERSITY



IT Skills

- MS Office Suite, SAP, Oracle, AX, Visio, MS Projects, SAP, Oracle

ORACLE



Training

- Excellence in Leadership
- Contract Management
- Team Building
- SCDP
- Managing Productivity (Six Sigma) – PMP
- Quality Management
- Finance
- Banking
- CIPD - Member
- SHRM – Member
- 39+ Training Courses.

Microsoft



Languages

English (Fluent)



Arabic ((Fluent)