



Zayed Alyami – Saudi HR

Professional

HR Manager

Personal data:

- **Name** : Zayed Mubarak Yami
- **Nationality** : Saudi
- **Date of Birth** : 23 /12/ 1984
- **Marital status** : Married
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Career objective:

- ✓ Seeking a challenging position in a progressive organization where I can utilize my technical, creative and professional skills, and experience, and to develop new skills and gain more experience in the field of business Human Recourse management and administration.

Looking forward to work in a professionally competent environment, where my organizational and communication skills can be fully utilized to assist executives in daily tasks.

I am a Senior HR and admin manager with broad generalist and specialist skills that have been acquired through multi- work experience and vast exposure across KSA. This spans working in leading National and International Organizations.

This has included working with diverse & multi-cultural workforces in changing and challenging circumstances. I bring a strong drive for results, commitment to excellence and growing personally and professionally, as well as driven strategic thinker with key competencies in the following areas:

<u>EXPERIENCE AND SKILLS</u>	<u>COMPETENCIES</u>
<ul style="list-style-type: none"> • Transformation and Organizational • Effectiveness • Training and Development • Performance Management • Change Management • Compensation and Benefits • Senior management level interaction 	<ul style="list-style-type: none"> ▪ Proven verbal and written communication ▪ People Leadership ▪ Business Execution ▪ Creative problem solving ▪ Excellent Command of computer ▪ Dedication and hard working nature. ▪ Work well with groups. ▪ Very adaptable. ▪ Willing to learn and adopt to new

Job Title: HR Manager

United Trading & Marketing Company (U – Mark) from 01/01/2017, until now.

Job Responsibilities:

- Suggest the HR instruction according to the Saudi Labor Law.
- Assist departments and department managers to achieve organization goals that also assisting in the process of making decisions that relate to the company’s PR work.
- Overseeing the development and implementation of the general plan for the management of human resources, in addition to a number of important and that helps to develop the structural organization of the Organization proposals.
- study of the various problems faced by the employers and workers in the company, and work to find successful solutions to these problems.
- Attracting talent from outside the company, and oversee the appointment process in cooperation with other departments of the company.
- Building teamwork among employees, and the development of their relations.
- Make sure to match the tasks entrusted to the various departments and divisions in the company of the nature of the seminal achievable goals.
- Supervising the preparation and processing configurations tables in the organization, and determine the annual vacancies in the workplace
- Participate in the development of the company's strategic direction (Vision , mission , strategic objectives and goals .
- Develop the division's annual business plan and budget in coordination with his direct subordinates, including all financial and people requirements .

- Manage the annual manpower planning activity and action plan implementation (Including Saudization Plan).
- Monitor the recruitment process including sourcing, screening, selection, job offers, employment contracts, on-boarding, and probationary period to ensure that recruitment is completed in a timely manner and ensure recruitment decision contributes to the company's strategic objectives.
- Monitor training courses effective, trainees satisfaction level, and trainers performance.

Job Title: Senior Manager Administration, Recruitment, localization

United Trading & Marketing Company (U – Mark) from 01/08/2013, 31/12/2016.

Job Responsibilities:

- Provide employees in the company with suitable health care and transportation systems
- Effective periodic evaluation for employees and suggest the training plans
- Provide the administrative services for employees in the company
- Preparations of reports related to the performance of employees, and try to correct the workers who appeared Wrongs path.
- Make sure to match the tasks entrusted to the various departments and divisions in the company of the nature of the seminal achievable goals.
- Determine the selection criteria for candidates
- Judge between employees and dismiss the employees who do not follow instructions
- Coordinate the relationship between GOSI and the company
- Manage personal administration activates including leave management (Annual, sick, unpaidetc)
Employee termination or resignation, including retirement, overtime allowance disciplinary actions and grievances and employee transfers.
- Give new employees idea about procedures, and policies for the company

Job Title: Personnel Manager Support Services

Obeikan Real Estate Company 02/25/2012 until 07/31/2013

- **Job Responsibilities:**
- Arrange the organization of labor contracts and the renewal of workers' cards, in addition to the completion of all procedures related to the exit and return of workers, and accommodation for foreign workers.
- Follow-up to the annual reports and to take all measures and actions build on.

- Completion of all matters relating to personnel has government departments.
- Comply with all terms and instructions specified in the company and not to go out for.
- Arranging and scheduling for each employee leave system in the company on a regular basis and included on the computer.
- Receipt of salary statements, and follow-up overtime hours per worker in the company to identify and deliver the monthly salaries of the staff to give everyone his right.
- Arranging employment applications submitted for the company and conduct interviews with applicants inside and outside the company, if necessary.
- Follow-up to full staff problems and seek to resolve the dispute and the rejection of, and provide a full report to the Director of Administration and group complaints are located in the company.
- Manage Staffing Budget and control manpower cost
- Liaison with universities for potential candidates.
- Collecting, screening, checking references and short listing the candidates and evaluating application forms.
- Preparing offer letters to candidates.

Job Related Achievements:

- Implemented the electronic Time and Attendance system.
- Designed the electronic vacation system and application forms.
- Prepared Corporate and Functional training programs and proposals to the top management.
- Represented the group in career days at KFUP & Dar Al-Hikmah.
- Prepared the recruitment plan (DSP long-term / short-term staffing needs).

Job Title: Senior H R Specialist.

Al-Babtain Trading Company, April 2009 till Jan 2012

Job Responsibilities:

- HR and Training Department , managing the appointment and attracting new employees through the Human Resources Fund or non-Saudi from the inside by researching social media or search sites.
- Managing training and development programs for employees and in coordination with relevant departments/ Supporting Functions.
- Department of Government Relations of all government departments that are related to the field of action of our work and a passport office and chambers of commerce, municipal and Social Security and the State Department and the Department of Zakat and income, and in some quarters that we may need to deal with it.

- Subsistence and accommodation section full supervision of the Department of subsistence private housing and all the staff of the company's maintenance of buildings and ensure the cleanliness and arranged for them.
- Traffic and transportation department and follow up on all the modern and the old company cars taking care to complete all the paperwork crisis every vehicle belonging to the company and follow-up of traffic Accident in the event of their occurrence
- Social security and medical insurance department mutatis follow all of the staff of social insurance as well as for medical insurance
- Provide orientation to new hire employees.
- Responsible for employees' files.
- Responsible about employees' sick leaves and prepare monthly reports for V.P. HR.
- Coordinate with insurance department for all employees' medical related issues.
- Coordinate with security department about employees' I.D. badges & car passes.
- Coordinate with finance about opening Bank accounts for employees and transfer their salaries to the banks.
- Follow up employee's storage receipts and their dependents education expenses.
- Monitoring employee's attendance.
- Responsible for employee's disciplinary action.
- Coordinate with GOSI about adding employees, works injuries.
- Processing annual vacation and scrutinizing all vacation requests, arranging all travel requirements of employees Visa, Passport, Air tickets.
- Follow up with Govt. Relation department for Visa processing, Exit Re – Entry etc.

***Job Title* : Recruitment & Administration Coordinator**

Al-Babtain Trading Company From March 2005 until April 2009

- Arrange the organization of labor contracts and the renewal of workers' cards, in addition to the completion of all procedures related to the exit and return of workers, and staff accommodation
- Follow-up to annual reports and to take all measures and actions based on outcomes.
- Completion of all matters relating to personnel government departments.
- Comply with all terms and instructions specified in the company and not to go out for.
- Arranging and scheduling for each employee leave system in the company on a regular basis and included on the computer.
- Follow-up and regulate transactions in secret and regular cadre of all the company's files.
- Receipt of salary statements, and follow-up overtime hours per worker in the company to identify and deliver the monthly salaries of the staff to give everyone his right.

- Arranging employment applications submitted for the company and conduct interviews with applicants inside and outside the company, if necessary.
- Organize and keep track of all personnel actions from / transport branch to another, and the mandate, annual salary increases, financial bonuses calculations and issuing letters.

Education & Professional qualifications

- King Faisal University (Bachelors Degree in Business Administration)
- Diploma in Human Resources

Courses

- Course in the Oracle system– ERP
- Course in leadership and advanced Management
- Course in the foundations of persuasion and influence.
- Course in the planning and formulation of management objectives
- Course in the team Building and staff motivation
- Course in Human Resources Management
- The elements of success and constraints of small enterprises cycle
- Course in the Saudi Arabian Labor
- Course in Personnel and Payroll System 2000 EMIS
- Course how to Manage the cycle in the success of your project