

Hamad Dhafer Al Qahtani

Director of Human Resources Management

Riyadh – Al-Qayrawan District – King Khalid Road

hq1403@gmail.com

0551117374 -0506492056

Summary

Achieving the best modern practices in human resources management and administrative affairs in line with the objectives of the organization

Professional Experience

Director of Human Resources Management from 2022/12 Until now
Asr Trading Group **ACG** – Riyadh

Work on employment - work on training and development - work on annual evaluation - work on the preparation of job descriptions - work on salaries and compensation - work on human resources operations - work on social insurance - work on administrative services - work on employee satisfaction programs - work on the implementation of procedural and introductory manuals – Work on medical insurance – Work on the Human Resources Fund – Work on government relations – Work on the organizational policy of human resources management – Work on the annual budget of human resources management.

HR Operations Manager from 08/2019 12/2022
Al Majal Group **G4S** – Riyadh

Work on employment - work on training and development - work on annual evaluation - work on salaries and compensation - work on human resources operations - work on social insurance - work on administrative services - work on employee satisfaction programs - work on the implementation of procedural and introductory manuals - work on the preparation of job descriptions – Work on medical insurance – Work on the Human Resources Fund – Work on government relations – Work on the organizational policy of human resources management.

HR Supervisor from 2018/07 2019/08
MOCOON Company Ltd. – Riyadh

Employment – Training and Development – Annual Valuation – Salaries and Compensation – Human Resources Operations – Social Insurance – Administrative Services – Preparation of Job Descriptions – Medical Insurance – Government Relations – Human Resources Fund

HR Specialist from 2016/01 2018/7
Sulaiman Bin Abdulaziz Al Rajhi Endowments - Riyadh

Recruitment – Training and Development – Annual Evaluation – Salaries and Compensation – Human Resources Operations – Social Insurance – Administrative Services – Procedural and Introductory Manuals – Preparation of Job Descriptions – Medical Insurance – Employee Satisfaction Programs

HR Specialist from 2013/08 2016/01
ARASCO Agricultural Company – Riyadh

Recruitment – Training and Development – Annual Valuation – Salaries and Compensation – Personnel Management – Social Insurance – Administrative Services – Medical Insurance – Government Relations

HR Officer from 2009/12 2013/08
Al-Wasila International Advertising Company – Riyadh

Employment – Training and Development – Annual Evaluation – Salaries and Compensation – Human Resources Operations – Social Insurance – Administrative Services – Procedural and Introductory Manuals – Preparation of Job Descriptions – Medical Insurance – Government Relations

education

- Diploma in Human Resources Management – Riyadh Chamber of Commerce
- Bachelor of Business Administration – King Faisal University

Training Courses

- Advanced Certificate in human resources management (SHRM-ACHRM)
- Professional Selling Skills - Global Institute for Computer and Technology
- Outstanding Customer Service Inside – Spearhead Training Institute
- Programs to attract and retain high-performing employees – Al Taweel Training Center

Skills

- Analytical thinking and innovation
- Effective Learning and Learning Strategies
- Complex problem-solving capabilities
- Critical thinking and analysis
- Creativity, innovation, and initiative
- Leadership and Social Impact
- Ease of air conditioning, stress tolerance and flexibility
- Works of the mind and the formation of thoughts
- Work on SAP
- Work on the Oracle program.
- Work on the Mena Me program.

Language

- Arabic
- English