

ABDULLAH ALFAIFI

Operations professional of human resources management

KPI Professional

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Looking forward to achieve my situation through a job that realizes the administration expectations and objectives, expert in executive operations of human resources management, professional in designing strategy and building operational plans for operations of human resources, to manage them to achieve objective in less effort, time and resources, developer of policies and systems related to business administration in accordance with guidelines of modern management and relevant labor regulations, believing in change, advanced practitioner of applications in accordance with standards of administration quality systems (ISO).

WORK EXPERIENCES:

Supervisor of human resources operations

ALMAAREFA University

Main Job Duties & Responsibilities:

- Development of human resources operations as per higher modern administrative practices.
- Development of operational plans for activities and initiatives of human resources management and design of balanced cards.
- Supervision on development of main objectives for regulations of compensations and rewards included policies in accordance with the approved regulations and policies.
- Supervision of payrolls auditing, ensure of valid additions and deductions and taking proper actions as per policies and procedures of human resources and applied accounting systems.
- Participation in medical insurance committee and preparation of technical and financial report of the medical insurance policy.
- Participation in attraction and development and keeping of the staff.
- Supervision on operation to prepare decisions, summaries and general reports related to operations of human resources and activities of administrative organizing.

Administrative Supervisor

Almunajem Foods Company

Main Job Duties & Responsibilities:

- Implementation the procedures, regulations and forms related to monitoring the daily attendance of branches employees and their vacations and amendment of forms as needed, beside to apply system of the attendance monitoring and to be sure that to be compliant to during the daily working hours.
- Supervision on all works and activities of common services.
- Professional dealing with complaints, remarks, requests and inquiries of employees and to submit problems effectively – if any- to the administrative manager.
- Making monitoring rounds on different operation activities to ensure competency of works and operations and capability of obligations fulfillment, to revise data related to work as per applied policies and procedures.
- Development recommendation and corrective procedures to ensure compliance to laws and regulations and analysis of organizational changes and determination their future effects.
- Study, analysis and determination requirements and needs of security and safety and to determine specifications and required quality levels for security and safety systems and equipment.

EDUCATION & CERTIFICATES:

- Diploma of human resources management from the Chamber of Commerce in 2021.
- Professional certificate of KPI Professional from Global Performance Management Academy in 2023.
- Vocational training in Strategic analysis and strategy drafting from Global Performance Management Academy in 2023.
- Approved by Ministry of Human Resources and Social Development in (business analysis – planning).
- I have been honored as a "leader" for my contribution to achieve transformation into Full institutional academic accreditation.
- I have been honored as a "leader" for my contribution in obtaining (ISO9001) and (ISO21001).
- I have been honored as a "leader" for my contribution projects of operational plan 2022.
- More than 200 approved professional training hours in field of human resources management – administrative science.

PERSONAL SKILLS:

- Ability to lead teamwork and enhance them and providing a work environment that motives towards creativity.
- Planning.
- Business analysis.
- Development and training of teamwork.
- Problems solving and decision making.
- Effective communication.
- Quick-learner.
- Self learning.

PROJECTS:

- Development the policies of human resources management.
- Participation in committee of digital transformation and supervision on automation of human resources operations.
- Preparation and implementation plans to decrease services operational costs.
- Preparation and implementation operational plan of human resources management for 2022.
- Processing forms of nonconformity related to standards of quality management system in terms of human resources operations.
- Supervision on implementation operations of job Saudisation as per decisions issued Ministry of Human Resources.
- Preparation policies and procedures of Training & Development Unit in Human Resources.
- Supervision on medical insurance policy and making technical and financial report for offers of the insurance companies.

LANGUAGES:

- Arabic language: mother tongue.
- English language: fair level.