

AHMAD NBEEL AI ROWDAN

Saudi Arabia

Phone: +966-504-503-051, Email: A.alrowdan@hotmail.com

Objective: Seeking a job in Human Resources and Administration Department

Education:

إدارة التدريب الإلكتروني
وتطوير الموارد البشرية

E-Training management And
Human resource development



*I have a diploma in human resource management
at the Gurayat Chamber of Commerce*

Career History:



*Human Resource Manager
(March 2017 – March 2020)*



*Recruitment Manager , Human Resource Department.
United Food Company
February 2015 – February 2017*



*Recruitment Manager , Human Resource Department.
Mawarid Food Company & Meed Trading Company.
October 2012 – February 2015.*



*Human resource Supervisor
Mawarid Food Company & Meed Trading Company,
Human Resource Department.
October 2010 – February 2012.*



*Officer Coordintor , Human Resource Department
Mawarid Food Company & Meed Trading Company .
April 2005– October 2010.*



Operations Processor

National Commercial Bank , July 2002 – July 2003.

Responsibilities: *Human Resource Manager , SunCity Ventures W.L.L.*
(March 2017 – Present)

- *Planning and budgeting for human resources management.*
- *Implement the company's HR policy, develop and update policy if necessary.*
- *Management of employee wages and benefits.*
- *Implement programs to increase Saudization and maintain the required percentage of Saudi employees.*
- *Follow-up of the Department of Government Relations to end all procedures related to employees from visas, transfer of guarantees, updating of information and renewal of residence, issuance of residence permits and issuance of work permits by the Ministry of Labor and Workers and changing professions.*
- *Obtaining and maintaining health insurance contracts and other contracts.*
- *Assessment of annual training and development needs and implementation of an appropriate training program.*
- *Evaluate and develop organizational structure and pay role system.*
- *Manage and maintain staff records, staff files, and database.*
- *Management of all administrative functions and staff relationship.*
- *Define vacancies, nominate candidates, manage the recruitment process, interviews and selection.*
- *Allocate human resources and ensure appropriate matches among employees.*
- *Perform difficult job duties, including dealing with staff shortages, arbitrating disputes, firing staff, and taking disciplinary action.*
- *Planning and directing new employees to promote a positive attitude towards organizational goals.*
- *Adding employees to GOSI .*

Responsibilities : *Recruitment Manager , Human Resource Department ,United Food Company-* (February 2015 – February 2017)

- *responsible for the recruitment process and properly designed and implemented. measurement and distributes the job vacancies across HR Recruiters.*
- *build a healthy relationship with internal customers and external recruitment vendors.*
- *Build a quality relationship with the local customers and foreign recruitment agencies*
- *Monitoring and constantly reducing the costs of the recruitment process*
- *Set the social media communication strategy for different job profiles and functions in the organization*
- *Conduct job interviews for the managerial job positions (or key jobs in the organization)*
- *Monitor the labor legislation and implements required changes to keep the compliant process.*
- *Manag and developer the team of HR Recruiters.*
- *Find resources to attract prospective employees and strive to provide the management staff with appropriate skills. Check and review employment*

contract , procedures and job offers and advantages offered to the candidate for the job

- *Make sure that monthly staff and management reports are prepared for submission at the end of the calendar month.*
- *Give new staff induction overview about the company and its policies , rules and regulations.*
- *Manage preparing reports in case of complaints or problems with the staff to clarify all information to the management .*
- *Coordinating with department to recruit for all vacant position.*

Achievement:

- *Assisted in raising the company level in Nitiqat to Platinum, which was the first time.*
- *From 01/01/2014 – 01/12/2014, recruited 683 Saudi nationals and 166 non- Saudi nationals for Mawarid Food Company, as well as 312 Saudi nationals and 43 non-Saudi nationals for Meed Trading Company .*

Responsibilities : Recruitment Manager , Human Resource Department ,
Mawarid Food Company & Meed Trading Company -
(October 2012 – February 2015).

- Recruited local manpower and coordinated interviews and tests .
- Following up and direct supervision regarding recruitment procedures which should commensurate with the requirements and policy of the company.
- Investigate staff problems and find solutions for the relevant departments .
- Follow-up staffing report in accordance with the approved budget and replenish manpower requirements.
- Coordination with newspapers, Government Relations, Saudi Labour Office, HRDF, Personnel initiative .
- Interior Views – dealt with various Operations Managers, in the different regions and departments, as well as Health Care Coordinator and Personnel Staff Coordinator.
- Coordination with Technical and Vocational Training Corporation .
- Coordination with Public Administration Institute .
- Coordination with AL-Hokair Institute for Training .
- Coordination with Abdul Latif Jameel Training .

Responsibilities : Human Resource Supervisor, Mawarid Food Company & Meed
Trading Company, Human Resource Department
(October 2010 – February 2012)

- Maintain databases of personnel actions, evaluations, licensure, and tenure; working with the State Department of Education on licensure
- issues; and assisting the HR Director in ensuring that personnel functions conform to all applicable regulatory requirements.

- Assists in scheduling a variety of meetings and employee events (e.g. Certified Employee In-processing, Teacher Orientation, Retirement Workshop, applicant interviews, facilities use, etc.) for the purpose of meeting the needs of the department, District and employees.
- Audits monthly personnel actions prepared by staff to ensure consistency with position control report (PCR) and
- to ensure that errors are kept to a minimum and that correct account numbers are used.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
- Conducts, along with other HR Specialists, the certified employee orientation (e.g. introducing personnel, payroll, employment benefits, policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.
- Coordinates the certified employment process (e.g. tracking of staff as compared to budget, processing applications, analyzing transcripts, assisting teachers with licenses and endorsements, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines, ensuring other HR Specialists in work unit are doing the same.
- Coordinates the activities of other HR specialists (certified) for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
- Develops a wide variety of written materials (e.g. letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Ensures effective and appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, promotions, termination, and completion of state reports) for the purpose of being timely, accurate, legal and meeting
- organizational objectives.
- Evaluates the effectiveness of training sessions and programs for the purpose of determining whether changes need to be made to ensure appropriate skills development.
- Interprets a variety of written materials (e.g. transcripts, references, employment records, education codes, employment regulations, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Monitors a variety of processes (e.g. application, eligibility, certifications, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements

Responsibilities : Officer Coordinator , *Human Resource Department ,Mawarid Food Company & Meed Trading Company* - (April 2008– October 2010).

- Monitor attendance of all employees and prepare a report to the Personnel Supervisor
- Find solution to various problems of the employees administers and maintains HR activities and programs; such as staffing, compensation, benefits, training and safety.
- Coordinates new hire orientation, HR events, benefits open enrollment and company-wide meetings.
- Answers employee questions about human resources policies and procedures, and refers to specialists as needed.

Responsibilities : *Assistant Secretary ,General Manager Office, Mawarid Food Company & Meed Trading Company* (March 2005 – February 2008).

- The general manager's secretary is typically charged with maintaining the general manager's schedule, booking meetings and appointments, and serving as a gatekeeper, screening calls and prioritizing daily tasks and responsibilities. She is usually responsible for distributing meeting agendas, scheduling meetings and recording and transcribing meeting minutes. She might also handle the general manager's personal and business correspondence, including emails and memos.
- Arrange the meetings of superiors .
- Prepare monthly reports .

Responsibilities : *Operations Processor, National Commercial Bank.*(July 2002 – July 2003).

- Teller at main branch .
- Feeding the ATM .
- Check clearing process .
- Check the check items .
- Receipt of internal or external checks and work on collection .

Skills :

- Speaks Arabic and English
- Expert in Microsoft Words and Excel
- Aware about the policy and procedure of ministry of labor &HRDF
- Excellent communication skills
- Excellent negotiation skills
- Job Interviewing Skills
- Managerial and leadership skills
- Analytical skills
- Social Media Knowledge
- Managing Skills
- Training Skills
- Adapts quickly with the job needs and requirements.
- Basic Mathematical Skills.

- A thorough understanding and application of all policies, procedures and regulations pertaining to the work of a Deposit Operations Specialist.
- Ability to operate in a team environment to accomplish shared goals.
- Ability to effectively manage time as related to daily tasks.
- Ability to prioritize multiple demands in a high pressure environment while maintaining professional demeanor.
- Acquire proficiency of the Navigator system and electronic communications

Courses :

- Coaching course with NCB .
- English course at New Horizon Academy .
- Course with NCB " Behavioral dealing with financial targets" .
- Course with NCB "Anti- Money laundering ".
- Course in Effective recruitment interviews at Champers of commerce
- Course in rehabilitation and preparation of Human Recourses Officer at Chamber of Commerce .
- Course of " Requirements of improve the Qualifications and enhance the investments in training .
- Course of " Negotiation Skills " Spearhead Training .
- Course of " Strategy Management workshop featuring Balanced Scorecard .
- Project management: Quality and human resource management.
- Leadership essentials.
- Fundamentals of management.
- Introduction To Human Resource Functions.

References are available upon request.

Maha Almatiri

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