

Abdulrahman Abdulaziz Alkurayshan

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HR Manager | Human Resources Management

Assoc CIPD, Mini-MBA, KPI-P

Taking a challenging role in business operations to give an efficient and effective solution that will help the Organization to achieve the best solution in business by planning and developing the human capital in the organization and Providing consultancy to senior leaders & management in regards to human resources issues including best practices, policies labor laws and talent management and a competent, and an organized person seeking a challenging career in a prestige organization that provides an opportunity to contribute my skills for the progress of the organization while gaining more experience and upholding the organization's vision.

Core Competencies

- Understanding People
- Attention to detail
- Presentation skills
- Emotional intelligence
- Logical Reasoning
- High professionalism
- General Investigation
- Trustworthiness
- Persuasiveness
- A Commitment to Ongoing HR Learning
- Communication Skills in HR
- Organizational development
- HR Strategy
- HR Policies & Procedures
- HR Consultancy

Professional Experience:

HR Manager (Nov 2019-Present)

Tejoury CJSC | Information Technology & Records management.

Key Responsibilities:

- Leading the HR operations across KSA & Bahrain. This comprises of 4 branches and a head office, which have a total of 1700 employees including 26 employees reporting directly into me.
- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, Recruitment etc.).
- Implement the human resources strategy and action plans and ensure compatibility with the organization's overall strategic objectives.
- Develop a sustainable talent acquisition and hiring plans and strategies.
- Design, plan and execute employer branding activities.
- Reviews employment applications and background checked reports.
- Find bottlenecks in the recruiting process.
- Perform candidate and employee satisfaction evaluations and workshops.
- Plan procedures for improving the candidate experience.
- Suggesting measures for improving employee retention.
- Evaluation and Modification existing compensation and benefits programs, policies, and procedures.
- Developing and implementing new compensation and benefits programs, policies, and procedures.
- Ensuring all programs, policies, and procedures comply with current legislation.
- Communicating with third-party services to negotiate benefit plans and resolve benefit-related issues.
- Supporting the HR team with recruitment and talent management activities.
- Developing profit-sharing, incentive, employee wellness, and performance management programs.
- Managing subordinate HR employees and daily operations related to compensation and benefits activities.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Applying to effective risk management techniques and offer proactive advice on possible human resources issues.
- Draft and solidify agreements, contracts and other legal documents to ensure the company's and employees' full legal rights.
- Responsible for labor-related proceedings focusing on resolving disciplinary inquiries, disputes, provide support etc.
- Saudization entity percentage analysis and Consistent monitoring and Define Positions to be added for Saudization according to the ministry of human resources and social development.
- Negotiate deals on behalf of the company.

HR Consultant (Feb 2018- Present)

Success Creators Company | Food & beverages

Key Responsibilities:

- Evaluating and modifying existing compensation and benefits programs, policies, and procedures.
- Strategic planning including development of company business modules, operation modules and company restructuring.
- Ensuring all programs, policies, and procedures comply with current legislation.
- Talent acquisition on hiring top talented candidate who best fit for organization needs and requirements.
- Training program and improving office Working environment.
- Designing, training and development programs that allows strengthening employee skills that they need to improve.
- Evaluating staff performance and designing KPI modules that bring best of management level.
- Supporting the HR team with recruitment and talent management activities.

Admin Officer (Oct 2018 - Oct 2019)

ELM Company | Information Technology & Services

Key Responsibilities:

- Providing accurate, relevant and timely advice to the employer and other members of staff on a variety of business topics related to the business sector and their products or services.
- Reviewing various contracts and agreements for government E-Services products.
- Ensuring compliance with all laws and regulations that apply to the business.
- Promoting business, compliance and risk management best practices throughout the company.
- Communicating with and managing any third-party bodies such as external counselling or auditors or services providers.
- Designing and delivering and training of new employees on ELM's products.
- Provide weekly reports of various Government E-Products related, and client's suggestions, and other relevant information.
- Evaluate the level of services and performance of products to measure partners and client's satisfaction and collect their feedback.
- Liaising with senior members of staff.

Operations Manager (Sep 2013- Jan 2018)

Bank Albilad | Banking services

Key Responsibilities:

- Responsible for all operational transaction's approvals and drafting commercial reports.
- Managing all cash related matters.
- Ensure and control all processes as per policy and procedures.
- Mentoring new cash operation employees in all banking aspects such as regulation policies and procedures
- Protect the bank against legal risks and violations.
- Evaluation to the level of the bank services and performance of products to measure partners and client's satisfaction and collect their feedback.
- Provide suggestions to the bank management on regulatory and compliance issues to ensure compliance with SAMA regulations.
- Reference and subject matter expert for cash operation related matters for the other branch sectors
- Reporting any suspicious transaction immediately to the concern department.
- Responsible actions and Miscellaneous duties of branch manager during his absence.

HR and Admin Officer (Aug 2009 – Aug 2013)

Themar Trading Group | Tourism Investment

Key Responsibilities:

- Preparing employee's end of service, Vacation Balance, not utilized reimbursement. payment, and pay slips.
- Troubleshooting payroll discrepancies and resolving any payroll related issues as well as collecting the institute's timesheet for initiating the payroll.
- Supervising government relations employees.
- Follow-up attendance and departure.
- Training of new employees.
- Follow up on the renewal and issuance of all company documents (renewing licenses, Iqamas...etc.).
- Petty cash for GRO payment.

Qualifications:

- Associate Degree in Accounting, Qassim University.
- High Diploma in Human Resources, Council of Saudi Chambers.
- CIPD Qualifications, Level 5 Diploma in learning and development.
- Mini-MBA – IBMI.
- Certified KPI Professional.
- Project Management Professional, PMP (Under progress).

Training courses:

- PEOPLE MANAGEMENT SKILLS - CIPD
- Strategy and Operations – IBMI
- Human Resource Management – IBMI.
- Economics and International Business – IBMI.
- Two weeks course in General Organization of Social Insurance (GOSI) regulations and system. - GOSI
- Finance and Accounting – IBMI
- Leadership & management - Telecommunications Regulatory Authority, UAE.
- Managing changes - Telecommunications Regulatory Authority, UAE.
- Saudi Labor Law – HRDF.
- Effective Communication Skills.
- Organizational Structure.
- Introduction to Human Resources Functions – HRDF.
- Basic Certificate in Quality & Safety – IHI, United State.
- Stress Management in the Workplace – HRDF.
- Certificate in Anti-money laundering – SAMA.
- Compliance awareness & AML/CTF – Bank albilad.
- Bank fraud financial - Bank albilad.

Projects achieved:

- Providing care and medical assistance to employees infected and in contact during COVID-19 pandemic and follow up on active cases.
- More than 80 employees showing symptoms of the virus were isolated in the month of April-2020 for a period of two weeks in Riyadh and Jeddah.
- Issued around 933 work permits during the time of the curfew, to keep Tejoury CJSC business working smoothly during the curfew period, from Mar-2020 to Jul-2020.
- The new version of the unified employment contracts (MUDAD) has been authenticated and printed out for (1400) employees for all Tejoury branches. 2020-2021.

Membership:

- Associate membership in CIPD, Reference No. 56780133.
- Membership in Saudi Human Capital Club.
- Associate Membership in (SOCPA), Reference No. 145564

References can be provided if requested