

Ahmed.F.Alanazi

Personal Information

- **Phone:** +966569683601
- **Email:** a_ath3@hotmail.com
- **Nationality:** Saudi
- **Current address:** Riyadh, SA

Career Objective

Increasing professional expertise and expanding skills by applying of what has been studied in life for development and productivity.

Education

Diploma Degree in **Human Resources Management/Personnel Administration, General** at King Saud University. Riyadh, Saudi Arabia (Aug 2022 – Aug 2024).

Experience Summary

- **Human Resources Supervisor**
Food Unit Company (Aug 2022 – Present)
 - Follow-up and implementation of internal and external recruitment procedures
 - Preparing employment contracts and employment offers.
 - Follow-up staff evaluation period
 - Follow-up evaluation of employee contract renewals
 - Attendance, leave and employee leave
 - Preparing the monthly payroll process
 - Issuing administrative decisions
 - Calculation of financial dues (end of service benefits - outside working hours - assignments - annual bonuses - annual bonus)
 - Governmental procedures (Ministry of Human Resources - HRDF - Taqat- Gosi - Qiwa- Muqem- -Tamm - Amn - Chamber of Commerce - Ministry of Trade and Investment – Baladi).
 - Overseas travel and accommodation requirements for the employees, and support other offices' travel arrangements as needed.
 - Follow up the monthly and annual evaluation of employees in coordination with other departments
 - Support services Lease contracts and staff accommodation
 - Medical insurance.
 - Movement and transportation
 - Monitor Nitaqat of Saudization.
 - Preparing Weekly HR Reports.
 - Responsible for HR services processes enhancements.
 - Measuring turnover and job turnover
 - Develop standard operating procedures across all HR activities in line with the HR policies.
 - Prepare job description
 - Research, develop and implement such HR policies and organizational strategies that boost and improve the work environment for employees.
 - Preparing a brochure for the facility regarding celebrations and Office management and team events coordination like team achievements celebrating, work anniversaries, and birthdays celebrations. And submit it to the higher management for approval
 - Preparing the estimated budget for human resources.
 - Determine the goals of human resource management and measure them according to standards.
 - Logix HR program
- **Seiner Human Resources Specialist**
Al Mawarid Group (Jun 2019 – Jul 2022)
 - Ensures that company's systems and policies are implemented in accordance with the rules and regulations of GOSI, Qiwa, Ministry of Labor, Ministry of Municipal and Rural Affairs, etc.
 - Booking flights for employees.
 - Work on interviewing with line manager and selecting the appropriate candidates .
 - Coordinate onboarding program for the new employees.
 - Matching payroll documents.
 - Handling employees vacations requests.
 - Preparing Weekly HR Reports.
 - CRM HR program

Key Responsibilities

- **Human Resources Specialist**
- **Future Projects Company (Jul 2018 – Dec 2018)**
- Build effective relationships across the business and assigned business group to deliver quality and value-added HR services.
- Preparing employment contracts and employment offers.
- Monitor Nitaqat of Saudization.
- government platforms.
- Sponsorship transfer procedure.
- **Personnel Manager**
- **Learning Company for Education and Training (Aug 2013 - Sep 2017)**
- Solving employees complaints & queries.
- Governmental platforms (Ministry of Human Resources - HRDF - Gosi - Qiwa- Muqem- Chamber of Commerce - Ministry of Trade and Investment – Baladi).
- Coordinating with medical insurance companies to follow up requests for additions, deletions, claims and solving employees' problems related to insurance.
- Opening the social insurance file and extracting certificates, additions, deletions, modifications and all monthly movements.
- Preparing the monthly payroll process
- Overseas recruitment Process.
- Work on letters of identification for employees.
- Preparing Weekly HR Reports.
- **HR and Administration Coordinator**
- **ASNA Investment Company (Jan 2011 – Jul 2013)**
- Support all government related activities with MOL, GOSI, Muqem, MOI..etc.
- Support all HR activities.
- Screening potential candidates.
- Headhunting for candidates.
- Employment contract.
- Follow up salary file.
- Employee's medical insurance.
- Preparing Weekly HR Reports.
- Preparing internal and external letters.
- Develop and maintain a filing system.
- Preparing employment contracts and job offers.
- Medical insurance (deletion and addition).
- Preparing Weekly HR Reports.

Training Courses

- **Advanced Certificate in Human Resource Management (ACHRM – SHRM).**
- **Labor Law.**
- **Gosi System & Regulations Executive.**

GOSI - General Organization for Social Insurance , Issued Oct 2019.

- **HR Professional.**

Riyadh Chamber of Commerce & Industry , Issued Jun 2019.

- **HR Management.**

Riyadh Chamber of Commerce & Industry , Issued Mar 2014.

Languages

- Fluent in English, Arabic mother tongue .

Certificates

- Computer skills (MS Office), Teamwork, Leadership, Motivation, Creativity, Flexibility, Accuracy of work and time And Strong communication skills.
- A certificate of thanks and appreciation from STC, participating in GITEX in 2009.
- A certificate of thanks and appreciation from Al Mawarid Group.

References

- Available upon request