



Saudi
 Riyadh, KSA
 09-1985
 male
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ZAHER ALBAKRI
 HR and Training Professional

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the HR sector Looking for a place where I can use and broaden my experience and develop myself both professionally and personally.

WORK EXPERIENCE

07-2021 → 02-2022
MAXIMUS GULF (TAQAT)
 Trainer

- Conducting Training activities for men in Riyadh Region.
- Back up trainer for online training in kingdom wide
- Daily following up and preparation for trainees
- Managing trainees' attendance and create new training on system.
- Reschedule training for trainees.
- Participation & conducting in any other training activities as needed.
- Monthly training activities' report.
- Any unseen tasks & training activities can be added to training based on workload.

07-2015 → 11-2020
Saudi Company for Hardware (SACO)
 Trainer

- Conducting Saudi Basic Training activities kingdom wide.
- Daily following up and preparation for Saudi and Arab Trainees' training activities & tasks.
- Daily monitoring for Saudi and Arab Trainees inside sales floor.
- Managing Saudi trainees' attendance and monthly payroll record.
- In charge of Department training for Saudi & Arab for All depts.
- Extracting & Uploading Web videos –in Arabic- for Major department Item categories. Training
- Weekly updates for product features, topics, or training materials for Arabic translation.
- Managing and filing all Saudi trainees' resignation forms.
- Confirm all Saudi trainees fulfilled and met all training procedures for Riyadh –Training center.
- Following up all HR emails regarding Saudi trainees.
- Participation & conducting in any other training activities as needed.
- Weekly training activities' report.
- Any unseen tasks & training activities can be added to training staff based on workload.

04-2014 → 06-2015
Arabian Oud Company
 Human Resource Specialist

- Identify and analyze problems and provide solutions.
- Updating and completion of personnel records in accordance with policies and procedures
- Completion of all documentation prior to the starting date of new employees.
- Responsible for updating personal database
- Assist in organizing other employee benefits
- Reporting to the concerned department periodically.
- Staff vacations file.
- Superuser Mena-HR system.
- Assistant Personnel Manager.
- Any unseen tasks activities can be added.

03-2012 → 01-2014

Ingeus Meddle East. Co (TAQAT)

Employment Advisor

- Conducting a diagnostics assessment with all referred clients to assess job readiness.
- Establishes links with employers to generate appropriate and sustainable vacancies
- Meeting with the employer
- Match the employer need with the candidate
- Helping the employer with the interviews and the job plan.
- Providing intensive support to all clients with job search.
- Conducting job searching via newspapers, internet and contact with employers.
- Ensuring clients have access to workshop options.
- Preparing CV's and cover letters to a high-level stander.
- Coaching and prepare client for job interviews.
- Supporting clients on work experience and other community-based programs.
- Maintaining quality client records on Ingeus database.
- Pack up trainer where necessary.

01-2010 → 02-2012

Al Faisaliah Hotel & Hotel Al Khozama

Human Resource Administrator

- Search workforce market and identify suitable recruitment channel for company
- Assist the HR Director in developing HR plan
- Assist the Training Manager in developing training plan
- Update organization structure as and when required
- Develop tools for improving staff workflow
- Control, maintains and updates manpower plan and prepares related reports
- Draft employment offers letters and contracts for selected candidates
- Conducts employee evaluations and timesheet collections
- Supports in enforcing and adjusting company policy and procedures.
- Recommended training where necessary

EDUCATION

09-2011 → 04-2012

Chamber of Commerce Institute

Diploma in Human recourses Management

PERSONAL SKILLS

- ✓ Excellent conceptual and analytical skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Analysis and Decision-Making skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Able to work on my initiative or as part of a team

SOFTWARESKILLS

Microsoft Power Point	■ ■ ■ ■ ■ ■ ■ ■
Microsoft outlook	■ ■ ■ ■ ■ ■ □
Microsoft Word	■ ■ ■ ■ ■ ■ ■ ■
Internet search	■ ■ ■ ■ ■ ■ ■ ■
Microsoft excel	■ ■ ■ ■ ■ ■ □

LANGUAGES

Arabic	● ● ● ● ● ● ● ●
English	● ● ● ● ○ ○

TRAINING COURSES

- Conflict Management (Doroob) 3 Hrs. (3/1/2022)
- Influencing skills (Meirc Training and Consulting) 1 day (27/8/2013)
- Preparing Specialist training courses (1st Concept Training Center) 3 days (10/4/2013)
- Training of Trainers TOT (Genius Making Center for Training. 59 Hrs. (3/2013)
- Information Technology Course in Cambridge University. 6 Months (7/2012)
- Preparing and Qualifying Human Resources (CCI) 8 weeks (6/2011)
- English Course at Wall Street Institute. 5 Months (5/2006)

HOBBIES



Swimming



Reading



Traveling



Cooking