

Abdullah Hassan Alfaifi



Nationality: Saudi
Date of Birth: 4/10/1989
Marital Status: Married

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PERSONAL SUMMARY:

HR manager with 12+ years of proven achievements in HR management and building skilled teams. Demonstrated ability to streamline business operations that drove growth and efficiency. Strong qualifications in developing and implementing operations, and process in addition to productivity improvements, and change management. Possesses solid leadership, communication, and interpersonal skills to establish with all levels of staff and Management, highly talented with applying rules and regulations through human resources environment with high standards to achieve business goals.

AREAS OF PROFESSIONAL EXPERTISE:

1. HR Consultation
2. HR strategies Development
3. Manpower and Recruitment Management
4. Regulations and Policy implementation
5. HR Operation Advisory
6. Training and Development

ACADEMIC EDUCATION:

Alfaisal University – (Prince Sultan College of Business)

Specialization: Human Resource – (HR)

Degree: Diploma

Date: 2012



KEY AND SPECIALIZED SKILLS:

1. HR Consultation:

- Providing direct coaching to the HR departments to ensure best practices are in place (design and deploy).
- Methodical approach with a multi-cultural background and demonstrating a progressive track record of success.
- Ability to delivering the vision and mission for Human Resources that engages the team and inspires managers.

2. Regulations & Policy Management

- Strong skills in developing and implementing HR policies and procedures that comply with labor law regulations as well as corporate policies and values.
- High knowledge in coordinating with management and stakeholders to develop regulations and structure plans.
- Long knowledge in day-to-day operations of the HR functions and duties and provide expertise in career planning, Benefits and Compensation, learning and development, and legal compliance.

3. Manpower & Recruitment Management:

- Long experience in update the upgrading and downgrading of positions or recruitment sources and authorized by the departments.
- Strong experience in recruitment and hiring and hunting talented candidates to strengthen the organization.
- Establishing and building a hiring standards system for all classes of employment, including standardization of screening, interviewing, and recruitment criteria.

CAREER ACHIEVEMENTS:

1. Worked as HR consultant with (Hospitality Gate Company) – (2020)
2. Established and improved HR department with many startup companies – (2018-2019)
3. Obtained many appreciate and thankful certifications from different entities – (2015 – Present)
4. Participated in (our Partner) Forum with Saudi Commission for Health Specialist – (2016)

Experiences:

Organization: Quality Food Trading Company
Position: HR Manager
Duration: 6/2020 – Present



Responsibilities:

- Participating in the development and implementation of HR policies plans, in line with the company objectives.
- Establishing and implementing performance system management to improve business work process and support employee's evaluations.
- Ensuring that all policies comply with legal regulations.
- Managing a company's appraisal system and conducting appraisal meetings
- Overseeing recruitment, selection and the onboarding process, negotiating with candidates.

Organization: Saudi German Hospital
Position: Recruitment Manager
Duration: 10/2018 to 6/2020



- Studying and overseeing the company's hiring needs for each position, and meet competitive hiring goals and expectations.
- Achieving staffing objectives by recruiting and evaluating job candidates, and managing intern program.
- Determining applicant requirements by studying job description and job qualifications
- Handling complaints and disciplinary procedures for the company.

Position: HR Assistant
Duration: 1/2015 to 10/2018

- Supporting internal and external inquiries and requests related to the HR department.
- Communicating and visiting with government entities to resolve and following official documents.
- Coordinating logistics for new hire orientations
- Writing and submitting reports on general HR activities.

Position: Administrative Specialist
Duration: from 11/2012 to 12/2014

- Developing a filing system, and archiving files and folders for management office.
- Supporting administrative staff by providing information and following up tasks.
- Writing and sending reports and emails to department managers.

PROFESSIONAL CERTIFICATIONS:

Name: Certified Human Resource Management Manager – (CHRM)
Organization: Arab Federation for Human Resource Development
Date: 2020



INTERPERSONAL SKILLS:

- Knowledge and skills in Microsoft Office and computer systems
- High skills in Meeting management and negotiation skills
- Excellent communication skills, both written and verbal
- Ability to work with Multi-cultural environment and different backgrounds
- Flexibility and ability to manage the priorities
- The skills of analytical and critical thinking.
- Decision maker and problems solver
- Planning, follow up and organizing skills

COURSES AND TRAININGS PROGRAMS:

1. Business Models Preparation Course – (2017)
2. Leadership Skills – (2017)
3. Advanced English Training programs – (2010 – 2011)

LANGUAGES:

1. Arabic: Native Speaker
2. English: Excellent