



# SHADI ABOSABEEN

Professional Certifications

CHRM

CHRP

## • CONTACT

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## EXPERIENCE

- 2020 - 2022 Mattex Group**  
*Group HR Manager, Jeddah*  

Unlocking the group potential through restructuring and organizing the shared services of the main headquarter and subsidiaries. Ensuring the achievements of the group's strategy objectives of cost optimization. Showcasing the financial impact of the new shared services strategy through engaging with the board of director's' meeting.
- 2014 - 2020 Green Vision Co. Ltd**  
*HR Manager, Jeddah*  

Managing full HR functions, budgeting, staff development, international & local recruiting, and payroll. Ensuring asset development through performance management and setting the company Policies and procedures. Additionally, leading litigation management toward labor cases.
- 2010 - 2011 Al Soraya Group**  
*Insurance Officer-HR, Jeddah*  

Developing innovative solutions to reduce the premium cost and to receive the best service quality.  
Managing all insurance policies including analysis and conducting marketing survey.
- 2006 - 2010 Zuhair Fayez Partnership- ZFP**  
*HR Coordinator, Jeddah*  

Enhancing employees' experience through managing all internal services, payroll preparation, HRIS. In addition to being a member of the medical insurance committee
- 2003 - 2006 Ibsar Foundation**  
*Personnel Admin, Jeddah*  

Enhancing the internal and external processes which include but not limited to recruitment process, government processes for MOL- Immigration Department, and annual evaluation process. Developing employee journey from contract preparation, induction for the new employees, and payroll preparation.
- 2000 - 2003 Maghrabi Hospital**  
*Admin, Jeddah*  

Coordinate the clinic reports, timing and report it accordingly to the concerned person so we can optimize the rush times and find the solution to make the patients experience easier

● 1998 - 2000

**Saudi British Bank**  
*Customer Service, Jeddah*

Serving the bank customers by knowing their desire and make it happen, opening the bank accounts, issuing bank card and cheques.



## PROJECTS

● 2020

**MEMBER OF THE CRISIS  
MANAGEMENT COMMITTEE**  
*Group Level*

Our role Setting the strategies to avoid any future majeure force and maintain the organization stable during COVID -19 pandemic, set plans to prevent the financial damages to the operations which led to some hard actions toward the entities and the employees.

● 2020

**SUPPORT SERVICES PROGRAM**  
*Group Level*

Participation in the preparation process of the Support Services, Creating a new Organisation Chart. Optimizing the cost and allocate it correctly. The support services program still undergoing, because we want to ensure that the service level will remain in the same existing level of quality, after three months of the implementation I suggested a Survey to measure the employees' satisfaction so we can find the area of improvements.

● 2018

**KSA POLICY & PROCEDURS**  
*Group Level*

Based on the top management instructions, we started to create policies and procedures for KSA entitled and on this project we consider the rules of the ministry of labor regulations and the challenge was how to align the MOL rules with the company needs.

● 2018-2020

**HRIS**  
*Group Level*

Participate in Group Human Resources Management System (HR software) design the workflow, data management, blueprint review, and I was the official spokesman for the Human Resources to ensure the smooth management of human resources, business processes and data.

## ● REFEREES

Adel Al Ghamdi, Plant Manager  
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## • SKILLS

Ethics	●●●●●●
Decision Making	●●●●●●
Conflict Management	●●●●●●
Budgeting	●●●●●●
HR Auditing	●●●●●●
Training and development	●●●●●●
Government Affairs	●●●●●●

## ACHIEVEMENTS

**Saudization %**  
Maintain the Saudization level in the high green category

**Medical Insurance**  
Collaborate with the team to maintain the medical insurance policy, which is helping to have better negotiation with the insurance companies for the policy renewal.

**Goals**  
Interact with top management to set the company Mission, Vision, and goals.

**Forms**  
We have created HR forms and set the policies and procedures for those forms.

**Process development**  
We have developed many processes in the company, such as Hiring and exiting process, overseas recruitment vacation process.

**Succession Planning**  
To ensure the consistency of the company we have worked on the succession planning which brings second generation to the front line by following the right way.

## EDUCATION

- 2018 **Certified Human Resources Manager**  
ACI, USA
- 2018 **Certified Human Resources Professional**  
ACI, USA
- 2011 - 2014 **Northern Virginia Community College**  
Virginia, USA

## COURSE

- 2015 **ADVANCE HR MANAGMENT**  
*Blue Ocean, DUBAI*  
Description of the course.
- 2015 **HR DEVELOPING SKILLS**  
*Select Training, DUBAI*  
Description of the course.
- 2015 **ADMINISTRATIVE INVESTIGATION**  
*Organisation, City*  
Description of the course.