

**Ali Soliman Al-Abbas**

**E-mail:** [alabbasa@outlook.com](mailto:alabbasa@outlook.com)

**Mobile:** +966-538889344

**LinkedIn:** <https://www.linkedin.com/in/alabbasa/>

### **Executive Summary**

Result oriented HR Management professional with over 11 years of experience in Human Resources & Administration Management.

Planning & managing various HR programs and Projects such as:

Payroll, Policy & Procedures, Employee Relations, Grievances, Employee Engagement, staff retention, Talent management activities, succession Planning, Recruitment & Mobilization and hiring Processes, Benefits & compensation.

With successful HR Digital Transformation achievements and automation of HR Workflows & Processes.

Deep understanding & knowledge in alignment with Labor law & Government regulations in Saudi Arabia.

Leading with (CIPD) Diploma knowledge & methodology in practicing HR functions in multiple teams managing functions such as

Experience of establishing HR & Administration services department functions providing support to business success, offering coaching & training techniques to HR teams to lead & drive service with excellence due to my extensive enrollment in various HR roles that cover most of the functions during my career.

excellent interpersonal & communication skills and distinct organizational skills and attention to detail.

Manage HR services as strategic HR business partners working with top level Leadership and Line Managers of business on coaching & Training of HR Laws, policies, procedures, processes, to build & strategize and execute HR plans aligned with business Strategy needs & objectives.

### **Education Qualification & Certifications:**

- L5 Diploma in Human Resources Management. (CIPD)
- Diploma Human Resources Management & Personnel Administration. Riyadh Chamber of Commerce. (2012-2013)

### **Work Experience**

- **Human Resources Manager:**

FLOW - Riyadh metro Operator (Feb 2020 – Present)

Manage & oversee payroll, Employee Relations disciplinary investigations, medical insurance plans, grievances, conflict resolution, Employee Relations, recruitment & mobilization process, Job interviews, Employee onboarding, offboarding & End of Services.

Partner HR Services to Directors & line managers of the business in various areas.

Build employee succession planning, retention & promotion plans thru strong relationship with line managers, review & edit of HR Policies & procedure and workflows, advising on pay and other remuneration issues including promotions, performance improvement plans.

Communicate company policies, procedures and processes to the business lines as required. Oversee and manage launch of HRIS and transform majority of HR work to Digital workflows. Manage Recruitment activities, HR annual audit.

- **Head Of Human Resources & Administration:**

ZAWAYA Real state (May 2019 - Feb2020)

HR & Admin Head responsible for working with the Executive Management to develop & implement: Organization Structure, Job descriptions, build & maintain Salary Scale & Benefits, Policy & Procedures, Review & approve Contracts & offers, Employee Evaluation & Reward Program.

main project is automation of the HR & Admin Services using ERP Systems (AX Dynamics) with service provider to ensure all HR & Admin functions can be requested & approved & delivered with new technologies.

Working with My Team assuring they have my support as i guide & encourage the team members to effectively & properly execute employee related administrative & government services to support organization's units' goals and activities in timely manner.

- **Administration Manager:**

ALBLAGHA Group (Feb 2016 - Apr 2019.)

- **Human Resources & Administration Supervisor:**

ALBLAGHA Group (Mar 2014 - Feb 2016)

- **Human Resources & Administration Specialist:**

Saudi Business Machines (Nov 2011 - Mar 2014)

- **Administrator:**

Al-Faisaliah Group (Feb 2011 - Nov 2011)

**Skills, Strength & proficiencies:**

- HR Operations.
- People Leadership & Management.
- Excellent Planning & analytical skills.
- Conflict resolution.
- Digital skills.
- HRIS / ERP / SAP Success Fac, Microsof365Dynamics.
- Good judgement & professional communication.