

FAISAL MOHAMMED ALMANA

HUMAN RESOURCES MANAGEMENT

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🏠 | Dhahran, Eastern Providence, Saudi Arabia

CAREER OBJECTIVES

To pursue a job opportunity in a reputable organization, where I can utilize, extend, and develop my educational and background knowledge to maximize the organization's efficiency. In addition, to add quality value to the department, I operate depending on the vision of the company for the short and long term.

WORK EXPERIENCES

Estedama Environmental Solution Co.

HR & Administration Executive, Khobar, March 2021 – Current

- Creating referral programs, updating HR policies & the hiring processes.
- Implement performance review procedures.
- Develop fair HR policies & ensure employees understand & comply with.
- Implement effective sourcing, screening & interviewing techniques.
- Assess training needs & coordinate learning & development initiatives for all employees.
- Review current HR technology & recommend more effective software.
- Measure employee retention & turnover rates.
- Oversee daily operations of the HR department.

Zamil Offshore Co.

HR Coordinator, Dammam, July 2020 – March 2021

- Structuring and developing recruitment procedure, searching, comparing the job description with the CVs, shortlisting, arranging job interviews & completing the recruitment procedure.
- Updating and applying the policy & procedure awareness by a presentation.
- Analysing of employee relations & welfare, presentations & speeches.
- Supporting the executive management, arranging events.

Nesma Trading Co.

HR Coordinator, AL Khobar, April 2019 – June 2020

- Implementing human resources operations daily tasks by processing financial settlements including resignations & terminations.
- Automate & restructuring the workflow chart.
- Controlling the cost by arranging air tickets & visa eligibility.

Almadar Advanced CO.

HR & Administration Executive, AL Jubail, March 2018 – March 2019

- Initiate the employee master list & running the HR-payroll.
- Implementing and updating all human resources reports & data.
- Inshore/offshore recruitment, developing the organization chart.

EDUCATION

Jubail Industrial College

Associate of sciences in Marketing
Oct 2017

COURSES & CERTIFICATES

RMP & PMP Training
HR Management Diploma
Legal Aspects of HRM & Saudi labor law
Microsoft Excel – Advanced Level SGL
Toastmaster International program
First Aid CPR AED

MARAFIQ Co. (Internship)

HR Trainee Al Jubail, July 2017 – Dec 2017

Worked in the customer services department.
Trained in SAP system level 02.
Worked as a financial auditor.
Worked as an HR assistant.