

OBJECTIVE

Secure a challenging and responsible career opportunity in a reputable organization to expand my learnings, knowledge and skills, while making a significant contribution to the success.

TOP SKILLS

- Management and Leadership.
- Outstanding team player.
- Multitasks and work under pressure.
- Attention to details.
- Interpersonal and communication.
- Creative problem solving.

CONTACT

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FAISAL OSAMA MULLA

Saudi National, Father of 3 children

Date of birth: March, 1981G

WORK EXPERIENCE

Xenel Industries – Hidada Group, Human Resources Director 2014/10 – 2019/12

Responsible for the smooth and profitable operation of HR department and supervise, provide consultation to management on strategic staffing plans, compensation, benefits, training and development, budget and labor relations.

Major Achievements

- Successful Human Resources Transformation.
- Human Resources Policy's Manual.
- Provided guidance, influence new ways to improve the company's operations.
- International recruitment of 3500 engineers for Aramco, Pertor-rabigh and Petrofac Projects.

Public Investment Fund – Sela Sport, Human Resources Manager 2011/04 – 2014/09

Lead and direct the routine functions of the Human Resources department including hiring, interviewing staff, administering pay, benefits, leave, enforcing company policies and practices.

Major Achievements

- Human Resources Policy and Procedures Manual.
- Salary Scale & Grading Grid.
- Compensation and Benefits.
- Succession Planning.
- HR information system.

Islamic Development Bank – Anfal Capital, Administrative Affairs Head 2009/08 – 2011/02

Planning, scheduling, promoting office events, including international conferences, interviews, orientations, training sessions and overseeing special projects and tracking progress towards company goals.

Major Achievements

- General Policy and Procedures Manual.
- SAMA Accreditation and Authentications.

Saudi American Bank, Corporate Banking, MIS Unit Supervisor 2007/12 -2009/02

Coordination, control, analysis and visualization of Corporate Banking information, study of the MIS involves people, processes and technology.

Major Achievements

- Reduced reports initiation time.
- Automation for the processes.

Saudi American Bank, HR Western Region Supervisor 2002/09 – 2007/11

Liaising with recruitment agencies, advertising job openings, organizing and designing training sessions, accurately recording hours, and managing payroll and employee relations.

TRAINING COURSES

2021/07 – Decision Making Sills.
2021/03 – Work Smarter not Harder.
2021/02 – Key Negotiations Skills.
2021/01 – Creative Thinking Skills.
2020/12 – Problem Solving in Workplace.
2020/09 – Self Dev. Series – Assertiveness and Self-Confidence.
2020/06 – Leadership Essentials.
2020/05 – Introduction to Strategic Planning for Human Resources.
2020/04 – The Foundations of Human Resources Management.
2020/03 – Introduction to Entrepreneurship.
2020/02 – Fundamentals of Management.
2020/01 – Professional Development in Telework.
2019/12 – Introduction to Human Resources Functions
2014/05 – Project Management Professionals.
2009/08 – Assessment & Evaluation of Corporate Sustainability.
2008/10 – Core Accounting.
2008/10 – World Security Challenge.
2007/11 – Bank Bookkeeping.
2005 /09 – Compliance.
2005/09 – Exceeding Customer Expectations.
2005/07 – Fraud Management.
2005/02 – Effective Business Writing.
2005/04 – Personal Effectiveness.
1999/06 – Advanced English Language Courses.

EDUCATION

Executive Education Program

Harvard University
2020 – ongoing

Diploma

1998 - 2001

Institute of Public Administration