

Hazim Hatim Ahmed Kurdi



Introduction

I am a proficient Manager of Human Resources offering proven skills in various Strategic HR functions. Dedicated to promoting efficient business operations and high productivity by onboarding well-qualified people and enhancing employees' engagement. With a history of driving advancements in organization development, productivity and team motivation through proactive approaches and initiatives, I am dedicated to ensuring a favorable working environment where my team has no choice but to succeed.

Education

Institute/Degree	Level	Achieved
Technical College, Jeddah/ Diploma in Travel & Tourism	Graduate	2007
King Abdul Aziz University/ International Business Administration	Undergraduate	2012

Training Courses

Course	Institute
Basic Banking	Banque Saudi Fransi
Anti- Money Laundering and The Financing of Terrorism	Banque Saudi Fransi
Detection of Forgery and Counterfeiting	Banque Saudi Fransi
Sales Telephone Techniques	Banque Saudi Fransi
Financial Planning	Takaful
Islamic Banking	The Banking Institute
Administrative Development	TVTC Approved
Supply and diction skills	TVTC Approved
Oracle	Saudi Binladin Group
SAP	Doosan Power Systems Arabia
Administrative Investigation	Sky Co.
Advanced English Course	English First

Personal Information

ID No.	: 1039910797
Date of Birth	: 01 Dec. 1987
Place of Birth	: Damascus, Syrian Arab Republic
Marital Status	: Married
Nationality	: Saudi
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Interests

Swimming
Sports
Internet
Traveling
Reading
Movies
Social Media

Experience

February 2017 – To Date



Doosan Power Systems Arabia Co. Ltd.

Human Resources & Administration Manager

Reporting to Doosan MENA Service Center (UAE - Abu Dhabi) & Doosan Heavy Industries & Construction (Korea).

Roles

- Managing the overall HR department and having functions related to it reporting to me directly.
- Managed the overall People & Organization department in the company and having functions related to it reporting to me directly.
- Manage recruitment and selection process.
- Oversees and Managed Recruitment activities to deliver the required manpower plan in full and assurance of alignment with Saudization requirements.
- Managed payroll in the company and assured that employees are being paid fairly, on time and in full while also maintaining internal rules, regulations and external government requirements like wages protection system.
- I designed and implemented Employees Handbook from scratch and until finalized, approved and its shared with all employees.
- Managing HR team member and setting their KPI's.
- Workplace services management and delivery of all activity and overall wellbeing calendar.
- Planning and setting budget for HR department.
- Implement company HR policy, develop and update policy if needed.
- Manage employee pay and benefits.
- Implement programs to increase Saudization and maintain the required percentage of Saudi employees.
- Manage company government relations.
- Maintain company insurance contracts.
- Evaluate annual training and development needs, and implement suitable training program.
- Develop, implement and evaluate employee appraisal policy and incentive programs.
- Evaluate and develop organization structure and pay role system.
- Manage and maintain employee records, personnel files, and database.
- Manage all administration and employee relation tasks.
- Collaborated with management to build and implement effective, modern employment policies.
- Designed HR Strategy in alignment with DOOSAN overall strategy.

April 2012 to January 2017

Saudi Binladin Group

Human Resources Supervisor - Payroll Department



مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP

Follow-up procedures recruitment decisions and to identify and amendments wages and employee benefits and follow the conditions of service of staff and entitlements systemic of leaves, treatment and travel allowances, and overseeing the organization of personnel files and save their documents in accordance with the employment contract, regulations, policies and procedures adopted in the company.

Roles

- Preparing contracts of employment and salary data, issued to staff, and to prove the variables, vacations, and rebates and other increases in these records.
- Follow-up data entries and staff entitlements, vacations, and the sanctions in the absence of specific computer program for it and reviewing the initial and final statements of salaries and match them with the numbers and names of the employees of various cost centers for the departments of the company.
- Data preparation and review of premiums and contributions deductions Occupational Hazards Branch, and the involvement of the share for Social Security pensions for employees, and to make sure the required monthly reimbursements by insurance systems.
- Preparation of licensed staff entitlements and those who are in the formal work tasks and the settlement of financial dues in accordance with regulations, controls and coordination with the financial management of the company.
- Preparation of reports and statistics and data requests in the areas of salaries and employee benefits and the settlement and prepare Clearance end of service for employees who terminated their services in accordance with the rules and procedures and statutory dues.
- Follow up the implementation of personnel files and save images of contracts and licenses and transactions in the relevant files.
- Follow-up models of performance evaluation reports and follow-up during the period of the experiment or the annual evaluation of the staff.
- Work on the Oracle program.
- Work on the HRMS and PMS program.

December 2009 to March 2012

Banque Saudi Fransi

Priority Banking Lead



I managed the branch team for practice of cross-selling of products and services for the bank to achieve the best results, and Implementation of all financial transactions directly to customers effectively and record time while adhering to the rules of the bank and the concepts of customer service.

Roles

- Maintain a professional-level positive in dealing with customers and good-looking and implementation processes required quality.
- The selection and identification of customer expectations needs and solving their problems and respond to their questions and coordination with all parties inside the branch or the bank to accomplish this.
- Check out the customers on the bank's products and services provide accurate information of their questions.
- Commitment to the arrangement and organization of customer records and confidentiality of its information and updated.
- Initiative to give constructive ideas contribute to increased satisfaction rate among customers.
- Commitment to implement policies, procedures and rules and regulations of the Bank of SAMA.
- Matching cash balances in the Fund's day.
- Maintain a level of professionalism positive in dealing with customers and good-looking and implementation processes required quality.
- Implementation of all customers' bank or cash transactions (deposits, withdrawals, transfers etc ...) with a commitment to internal and official controls that regulate work procedures.
- Organizing and arranging and planning the daily workload.
- Best to deal with customers.
- Good communication skills.

January 2009 to August 2009

Saqifat Al Safa For Property Development & Management

VIP Client Executive



Roles

- Complete solutions in the booming real estate market.
- Offer market research, feasibility studies, construction management, marketing and sales, property management, and realistic investment opportunities.
- Saqifat al Safa ability to create investment opportunities and execute client's objectives drove the rapid growth of the company to becoming one of the market leaders offering complete business solutions for the real estate industry in Saudi Arabia, the Gulf and Levant region.

Other specialties:

Formulation of Business Strategies, Property exchange & assets management, as well as raising funds for developing big projects.

March 2006 to October 2008

Al Basateen Real Estate Co.

VIP Client Representative

Reporting to Traco International Co.



Roles

- Achieve the sales objectives assigned to him and raise the sales levels of the company.
- Work diligently and effortlessly to convert every potential customer into a sale.
- Develop customer base and communicate with them.
- Serving the customer with the highest degree of professionalism and responsibility.
- Ensure that you know the projects and their specifications in detail.
- Identify customers with available projects, discuss the terms of sale or terms of the lease contract.
- Processing contracts and papers required to complete the sale or lease or subscription.
- Respond to customer inquiries regarding building specifications, means of financing, type of maintenance, repairs, and evaluation.
- Interview potential tenants and record their information.
- Know the units available in the market.
- Processing the required information from the customer to the clients of financing or subscriptions and handing over all papers and documents related to it. 13. Review plans and raise customer suggestions in construction.
- Supervise the signing of real estate documents and disbursement of funding and coordination for the final activities.
- Collecting commissions, subscriptions in funds, purchase amounts.
- Visiting and reporting on the competition projects periodically.
- Participate in organizing sales promotion programs and materials in advertising, newspapers and promotional booklets for projects.
- Verify the client's financial and credit status to determine eligibility for financing by contacting banks and finance companies.
- Search public records to make sure that the client has a clear address for the property.
- Full knowledge of the relevant regulations.
- Check the status of units and report maintenance if you find any problem.
- Develop relationships with relevant companies (finance companies, banks, competitors from real estate offices in the region ...)
- Attend seminars, meetings, seminars, meetings and training courses to improve sales techniques and to stay abreast of the real estate market.

Skills

Full professional capabilities with MS Word, Excel, PowerPoint, and Access (ICDL)

Working Under Pressure

Efficient Time Management

Performance Evaluation

Human resources management

Benefits and Compensation Management

Quality Recruitment

Payroll Coordination

Succession Planning

Job Analysis

Coaching

Budgeting

Event Management

Workplace Management



References available upon request.