

MOHAMMED AFTAN

SENIOR HUMAN RESOURCES MANAGER

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📍 KSA

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CAREER SUMMARY

Accomplished trailblazer with a six-year achievement record in Human Resources Management and expertise combining all HR functions, from organizational development to people growth, learning & development, employee wellness, talent acquisition, benefits/compensation, staff performance management, training, culture stewardship, and employment law. Verifiable record of directing impactful projects and initiatives that align HR with overall business strategy, enhance efficiency, drive organizational change, and foster sustainable competitive advantage. Empowering mentor and trainer with demonstrated proficiency in recruiting and training high-performing teams. Exceptionally dedicated professional with impressive communication, organizational, and relationship management skills.

Core Areas

- Bilingual (English & Arabic)
- Compensation & Benefits
- Corporate Governance
- Data Analysis
- Employee Engagement
- Labor & Employment Law
- New Hire Onboarding
- Organizational Development
- Payroll Administration
- Performance Management
- Policy & Procedure Development
- Process Improvement
- Program Design & Coordination
- Project Management
- Recruitment & Talent Acquisition
- Staff Wellness
- Training & Development
- Workforce Planning

PROFESSIONAL EXPERIENCE

Human Resources Manager | Apr 2022 – Present

Asalaa Alshrouq Business Group, Khobar, KSA

- Defining and delivering upon the HR strategy, articulating, advancing, and deploying both short- and long-range plans to generate business value.
- Presiding over key HR functions ranging from organizational governance to L&D, workforce planning, talent management, employee relations and wellness, performance management, corporate governance, compliance, and cultural stewardship.
- Heading impactful organizational development initiatives, enhancing the internal leadership structure, facilitating capacity building and people development, and driving employee morale.
- Leading full-cycle talent acquisition for all business units across the company, recruiting 90+ candidates at all levels of responsibility up to the executive level.
- Heading employee relations, conceptualizing various events and initiatives to augment wellness, drive engagement, and boost retention rate to 80%.
- Presiding over learning and development, running audits to uncover training gaps, and developing bespoke training programs for 35+ staff to build capacity and accelerate staff development.
- Defining and measuring KPIs to assess the efficiency of HR programs, leveraging data to identify gaps and deficiencies, develop corrective measures, and accelerate improvement, enhancing program impact by up to %85.
- Maintaining a keen awareness of regulatory frameworks, employment law, and legal requirements to ensure compliance.
- Pioneering novel performance appraisal framework, delivering a 60% increase in staff performance while simultaneously enhancing engagement by 30%.
- Steering all Governance functions, facilitating projects and initiatives, and serving as Board Secretary.
- Supporting strategic planning and partnering with the executive team in aligning HR with the overall corporate strategy.
- Creating a robust organizational structure and supporting policies while recruiting the workforce for new holding company.

Human Resources Manager | Oct 2021 – Feb 2022

AKTREQCO, Khobar, KSA

- Steered all HR-related functions, building a robust framework of policies, procedures, and best practices to enable efficient human resources operations enterprise-wide for the 120+ employee organization.
- Developed and implemented organizational development programs, including succession planning, career development, organizational design, incentive and rewards, and performance management.
- Established recruitment and onboarding processes to attract top talent and seamlessly integrate new hires.
- Oversaw payroll, benefits, and compensation, controlling budget while certifying accuracy and compliance.

- Overhauled reward, recognition, and benefits efforts, strategized and executed employee wellness projects, and nurtured a positive, results-focused culture.
- Took lead in investigating and resolving complex employee conflicts and issues, including attendance, policy violations, misconduct, leaves, investigations, grievances, and performance-related.
- Served as main liaison with government entities and regulatory bodies, fostering fruitful relationships and delivering successful outcomes on intricate legal issues.
- Provided thought leadership to key decision-makers in identifying and addressing strategic organizational and people issues, eliminating gaps and barriers, and skyrocketing operational efficiency.

Employee Relations Supervisor | Mar 2020 – Sep 2021

EMDAD, Khobar, KSA

- Directed employee relations, creating a supportive and collaborative environment for the 700+ workforce while driving engagement and productivity.
- Architected induction and training framework, established employee engagement strategies, and sustained a 95% increase in employee retention.
- Assessed and addressed disputes and grievances, providing prompt resolution to minimize disruption.
- Pioneered novel reporting processes and evolved data capabilities, enabling real-time strategy adjustment, reducing decision-making time, and enhancing efficiency.
- Partnered with HR Managers and Legal teams in streamlining existing policies and procedures while implementing novel practices specific to drive compliance.
- Promoted and reinforced a performance-driven organizational culture, continuously boosting employee engagement, productivity levels, and administrative efficiency.

Workforce Affairs Supervisor | Feb 2017 – Feb 2020

MEHAN, Dammam, KSA

- Provided HR support to business units across the company, assisting with all HR functions ranging from recruitment and onboarding to employee relations, benefits & compensation, training, and staff performance management.
- Revised existing policies, created new procedures and practices, and steered various HR programs and projects while guiding and coaching business leaders.
- Spearheaded automation solutions and streamlined existing processes, reducing administrative workload by 45% and saving 3,000+ person-hours annually.

South Region Representative | Mar 2009 – Mar 2014

ISCOSA, Dammam, KSA

- Led all operations in a highly competitive territory, pursuing and closing new business, boosting sales performance by 9% during tenure, and delivering 12+ large-scale electricity projects.

EDUCATION & CERTIFICATIONS

Diploma in English, Old Dominion University, Norfolk, VA | 2016

Strategic Human Resources, Society for Human Resources Management | 2022

Coaching Skills for Leaders and Managers, NASBA | 2022

Operations Management Foundations, Project Management Institute | 2021

Managing Office Politics, Project Management Institute | 2021

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access)
- Project Management Software
- HR Information Systems (HRIS)
- Applicant Tracking Systems (ATS)
- Payroll Processing Systems