

Nizar Mohammed Skhakheni

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EDUCATION & TRAINING

- **Diploma** in Human Resource Management (**Canadian Global Training Academy**).
- **Diploma** in Human Resource Management and Management Development (**International Consulting Centre**).
- Professional Talent Acquisition Certificate (**Ministry of Human Resources**)

PROFESSIONAL EDUCATION

- The ability to deal with computer office programs.
- I can handle my tasks in a complex work environment with multi functions and ability in work under stress.
- Excellent communication and customer service skills
- Flexibility and to learn and apply new knowledge.
- Highly self-motivated and independent..
- Developing, coaching and leadership.
- Analytical thinking and decision making.

Certifications:

- Strategic Planning Course for Human Resources.
- Human resources management course and applications.
- Human Resources Management (Canadian global training academy).
- Course of the social insurance system and the executive list.
- Leadership at Hilton .
- CPR & Heimlich Maneuver (Choking) Certificate.
- Train the Trainer Certificate.
- Fire Fighting & Evacuation training.
- Management Development Program.
- Living Sustainably – Re Purpose.
- Certificates of Appreciation.
- Sprit of Blue Energy Certificate.
- Information Privacy Policy Certificates.
- Code of Conduct Policy Certificates.
- Management Policy Certificates.
- Public Company Training.
- Hilton Complaint Handling.

- Key logger Awareness Training.
- Travel foundation Sustainable hotels Certificate.
- Communicate Effectively with Customers.
- Fundamentals of Management.
- Introduction to Human Resources Functions.
- Introduction to Strategic Planning for Human Resources.
- Labor Education according to Saudi Labor Law.
- LEADERSHIP ESSENTIALS.
- Leadership Skills.
- Human Resource Management and skill.
- Structuring and Communication.

WORK EXPERIENCE

Director of Human Resources, Administrative Development and Head of Talent Acquisition Center (15 March 2022 – Present) – Adam Tourist and Hotel Services CO. Ltd. - Makkah, Saudi Arabia.

Achievements:

- Managing the Human Resources to sign and speak on behalf of the Public Administration.
- Provide a suitable working environment and appropriate to raise the level of production.
- Attend general management meetings to discuss all matters related to the Human Resources Section.
- Managing and developing the Human Resources Department.
- Attract and train human resources in the work environment.

Director of Human Resources (10 December 2021 – 10 March 2022) – *Dar Al Eiman Royal Hotel* - Makkah, Saudi Arabia.

Achievements:

- Managing the Human Resources to sign and speak on behalf of the Public Administration.
- Provide a suitable working environment and appropriate to raise the level of production.
- Attend general management meetings to discuss all matters related to the Human Resources Section.
- Managing and developing the Human Resources Department.
- Attract and train human resources in the work environment.

HR Manager (01 September 2018 – 30 October 2019) – Makkah Construction & Development Company for Umrah services - Makkah, Saudi Arabia.

Achievements:

- Managing the Human Resources to sign and speak on behalf of the Public Administration.
- Provide a suitable working environment and appropriate to raise the level of production.
- Attend general management meetings to discuss all matters related to the Human Resources Section.
- Managing and developing the Human Resources Department.
- Attract and train human resources in the work environment.
- Travel outside the Kingdom to sign Umrah contracts with companies in the field of Umrah and visit.

Assistant HR Manager, 01 September 2017–09 October 2018 - Makkah Millennium Hotel & Towers, Saudi Arabia.

Achievements:

- Assist in decision-making in order to create an appropriate working environment.
- Attending meetings for the development of administrative work.
- Handles all HR activities, projects and events.
- Prepares and organizes reports-weekly and monthly.
- Performs special assignments as requested.
- Perform responsibilities of reviewing all enrollment forms and maintain confidential information.
- Supervised efficient working of the team within required timeframe.
- Continuous follow-up of team data.
- Grant the necessary approvals to complete the procedures of the team.
- Attend the seminars and forums organized and supervised by the Human Resources Fund (target) and the recruitment of new professional cadres.

Assistant HR Manager, 13 September 2007 - 31 August 2017 - Makkah Hilton & Towers, Saudi Arabia.

Achievements:

- Assist in decision-making in order to create an appropriate working environment.
- Attending meetings for the development of administrative work.
- Handles all HR activities, projects and events.
- Prepares and organizes reports-weekly and monthly.
- Performs special assignments as requested.
- Perform responsibilities of reviewing all enrollment forms and maintain confidential information.
- Supervised efficient working of the team within required timeframe.
- Continuous follow-up of team data.
- Grant the necessary approvals to complete the procedures of the team.
- Attend the seminars and forums organized and supervised by the Human Resources Fund (target) and the recruitment of new professional cadres.

Information Technology Manager, 09 February 2005–19 January 2007-*Al Shohada Hotel*–Makkah, Saudi Arabia.

Achievements:

- Follow-up of electronic network systems and information.
- Provide the system with the best anti-virus protection.
- Supervising the computer maintenance team.
- Keep the system under full control by the information center.
- Providing the best high-speed and low-cost Internet service providers.

Makkah Branch Manager & Head of Information Technology Department, 29 September 2000 – 01 January 2005 - *Bin Turki for Umrah and visiting services* – Makkah, Saudi Arabia.

Achievements:

- Management of the branch & IT for signing and speaking in the name of public administration.
- Providing an appropriate and appropriate working environment for raising the level of production.
- Travel outside the Kingdom for the signing of Umrah contracts with companies in the field of Umrah
- Attend the meetings of branch managers to discuss all matters related to each branch.
- Supervise all internal networks.
- Follow-up of electronic network systems and information.
- Provide the system with the best anti-virus protection.
- Supervising the computer maintenance team.
- Keep the system under full control by the information center.
- Providing the best high-speed and low-cost Internet service providers.

Financial and Administrative Affairs clerk, 01/11/1416H – 15/01/1417H - *Ministry of Hajj* - Makkah, Saudi Arabia.

Guide for pilgrims, 15/11/1415H – 30/12/1415H – *Ministry of Hajj* - Makkah, Saudi Arabia.

Guide for pilgrims, 01/11/1414H – 30/12/1414H – *Ministry of Hajj* - Makkah, Saudi Arabia.

Monitor the housing pilgrims, 20/11/1413H – 15/01/1414H - *Ministry of Hajj* – Makkah, Saudi Arabia.

Monitor the housing pilgrims, 01/11/1412H – 30/01/1413H - *Ministry of Hajj* – Makkah, Saudi Arabia.

LANGUAGES :

- **Arabic:** Good
- **English:** Good

I hereby declare that all the above details are correct, and I also undertake to fully fulfill my duties to the best of my ability and knowledge if given the opportunity to work in your esteemed organization.

REFERENCE:

Dr. Ibrahim Alfati , General Manager at MCDU Umrah services.
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