

# Muneer Al Ghamdi

HUMAN RESOURCES

## Profile

The Human Resources Manager exercise substantial management in the oversight of all human resource functions: administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategics. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, and programes for employee training, safety, health, and morale. The Manager will provide HR assistance to the Superintendent to ensure HR practices in company are compliant with local laws and statutory/audit requirements and company consistent with company strategic direction.

## Employment History

### Human Resources Manager, Advanced Learning Company Ltd., Riyadh

SEPTEMBER 2014 – PRESENT

#### Recruitment :

Oversees the daily management and operations of the HR team. Assists in recruiting academic, administrative staff, management staff in consultation with Superintendent in accordance with School HR policy. Drafts proposals and prepares/reviews employment contracts. Conducts new employee orientations and assists in completion of paperwork. Maintains and updates job descriptions and employee handbook . Administers HR policies and procedures. Conducts employee recruitment, including advertising of positions, screening of resumes, and setting up and participating in interviews. Oversees and improves the performance appraisal system for the local staff.

#### Compensation & Benefits :

Administers salary administration programe to ensure compliance and equity within organization. Advises Superintendent on annual increments for local staff. Conducts wage surveys within labor market to determine competitive wage rate. Supports expatriates on housing matters. Making improvements where appropriate, and keeping management and staff informed of any changes. Reviews benefits and tries to maximize job satisfaction while keeping the cost of the benefits package under control. Works with the Insurance providers in determining and implementing adequate insurance coverage and maintains Certificates of Insurances for compliance with grant contract renewal. Oversees the maintenance of accurate and complete personnel files and employee benefit information. Ensures that rules concerning confidentiality and retention are followed. Is available to all staff to advise and aid as necessary with personnel and benefit issues.

#### Employee relations :

Develops and administers employee recreation and activities programmes. Works with employees to correct deficiencies; implements discipline and termination procedures.

#### Legal/compliance :

Maintains a working knowledge of labour laws and regulations. Consults legal counsel to ensure that policies comply with local law.

#### Supervisory Responsibilities:

## Details

Riyadh

Saudi Arabia

0598151598

[Moneer-Ghamdi@hotmail.com](mailto:Moneer-Ghamdi@hotmail.com)

NATIONALITY

Saudi

DATE / PLACE OF BIRTH

22 March 1985

KSA

## Skills

Problem Solving

Leadership and Teamwork

Decision Making

Adaptability

Computer Skills

Teamwork

Ability to Work Under Pressure

Critical thinking and problem solving

Ability to Multitask

Fast Learner

Microsoft Office

Communication Skills

Ability to Work in a Team

Leadership Skills

Excellent Communication Skills

Bilingual

Advanced Software System Knowledge

Interpersonal Communication

Works well with other managers and coordinators. Assesses and evaluates departmental needs.

### **Administrative Assistant, Officer, Program Manager, Aljazira Bank, Riyadh**

JANUARY 2013 – SEPTEMBER 2014

### **Administrative, Secretary , Advanced Learning Company Ltd., Riyadh**

NOVEMBER 2011 – JANUARY 2013

### **Administrative Assistant, Tala Abu Ghazala & Co. International, Riyadh**

AUGUST 2007 – NOVEMBER 2011

## **Education**

### **High School , Abu Bakr Al Arabi School, Riyadh**

JUNE 2000 – JUNE 2003

Secondary School, Natural Science Department - Excellent 90%.

### **Seventy hours of study., King Saud University, Riyadh**

SEPTEMBER 2003 – DECEMBER 2006

King Saud University, Chemical Engineering, 3 Years (under graduate degree).

## **Courses**

### **Coaching Training Program , Medex international**

FEBRUARY 2016 – FEBRUARY 2016

### **Work methods in employment management, Training intellectual development**

FEBRUARY 2016 – FEBRUARY 2016

### **Advanced skills in human resource management, Training intellectual development**

FEBRUARY 2016 – FEBRUARY 2016

### **Saudi labor rules, Training intellectual development**

FEBRUARY 2016 – FEBRUARY 2016

### **Recent trends in human resource management, Training intellectual development**

FEBRUARY 2016 – FEBRUARY 2016

### **IPHR , Dar Al Ruaa**

MARCH 2015 – MARCH 2015

### **Integrated Program for Human Resources Management Skills, Vision House - Dar Al Ruaa**

FEBRUARY 2015 – MARCH 2015

## **References**

References available upon request

## **Languages**

Arabic

---

English

---