

Adeeb M. Al-Zahim



HR Expert

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Objective

Looking forward to an excellent upgrade in the field of HR where I have more than 10 years of experience. This would help me to achieve my ambitions of getting the highest professional grades and to contribute in achieving the organization's goals.

Competences

- Complete awareness of Saudi Labor System; Private & Governmental
- Transformation of work procedures from paperwork system to the digital system
- Organization, Coordination and facilitating administrative processes
- Effective leadership for upgrading the working team's efficiency
- Awareness of administrative investigations, passing challenges and solving problems.

Experience

SADAD, Al Rajhi Bank	09/2015 - Present
<ul style="list-style-type: none">• HR Manager, from 10/2018 till now• HR Supervisor, from 09/2015 to 09/2018	
Saudi Chinese Company (HUAWEI)	08/2011 – 09/2015
<ul style="list-style-type: none">• Personnel Affairs Senior Specialist, from 06/2013 to 09/2015• Personnel Affairs Processes Specialist, from 08/2011 to 05/2013	
AL WATAN Factory	01/2008 – 07/2011
<ul style="list-style-type: none">• HR Specialist	

Education

Riyadh Chamber	2019
Diploma, Human resources	

Responsibilities

- Manpower Planning for attraction & recruitment
- Preparing Vocational Grades & updating Salaries Scale, Bonus and Promotions
- Applying Systems, Policies, Procedures & Internal Bylaws
- Organizing and updating the Organizational Structure
- Strategic Planning for achieving the organization's goals
- Continuous Evaluation & Training for upgrading employees' competences
- Supervising, organizing and developing Personnel Affairs Processes
- Job Analysis & preparing Job Description Cards
- Preparing Job Replacement & Career Paths

Achievements

- Transformation more than 80% of from HR Paperwork to Electronic systems
- Organizing work environment by preparing Policies, Organizational & Procedural Keys, Bylaws & Grades
- Creating Talent Retaining Program
- Attracting talents including more than 300 employees
- Reducing Vocational Slippage Rate by 8% annually
- Establishing the HR Management

Commendations

- Ideal Employee at SADAD Company, 2018
- Ideal Employee at SADAD Company, 2017
- Certificate of Appreciation from Saudi Chinese Company, 2014
- Certificate of Appreciation from Saudi Chinese Company, 2013
- Certificate of Appreciation from Saudi Chinese Company, 2012

Training

- Organizational & Procedural Keys Preparation Program, 2019
- HR Processes Program, 2017
- English Language (Level 3) at USA, 2015
- Data Entry & Processing Program, 2010