

Abdullah Al-Omar



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Riyadh, Saudi Arabia

Results-oriented and resourceful Human Resources and Administration Manager with a track record of success in directing and monitoring strategic planning activities and helping, revising, and discussing strategic plans and targets to be congruent with the organization's strategy. Possess deep knowledge of the human resources management processes and means of handling them efficiently, project management, performance development, employee development, marketing, office administration, customer service, and operational evaluation. Have exceptional communication, self-management and organizational skills.

Education

Bachelor's Degree in Sharia

Imam Mohammad Ibn Saud
Islamic University | May 2003

Courses and Certificates

- **CIPD Level 7 Advanced in Human Resources Management** | Chartered Institute of Personnel and Development | Nov 2022
- **Applied Strategic Planning** | Strategy Friends Program | Oct 2022
- **Accelerated Establishment of Restaurants and Cafes** | Business Forum | Jun 2020
- **Developing Financial Skills for Non-financiers** | Dar Al Ruaa Center | Jan 2012
- **Real Estate Evaluation and Feasibility Study for Real Estate Projects** | 50 H | Elqadm Group | Mar 2009
- **CBP Customer Service** | SAC for Training and Consulting | Jan 2009
- **Professional Project Management (PMP)** | 35 H | Dar Al Ruaa Center | 2008
- **Social Adviser and Problem Solving** | Training Centre | Mar 2008
- **Natural Language Processing (NLP)** | Alertiqa Higher Training Institute | May 2006

Experience

Human Resources and Administration Manager

Projects Supply Company (PSC) | Nov 2019 – Oct 2022

- Develop, implement, and make plans, policies, and procedures governing hiring practices.
- Create on-the-job personnel management processes to make sure the company's human resources are utilized efficiently.
- Follow up on everything linked to its employees' service and enhance their skills and abilities to ensure the company's continuity, development, growth, leadership, and excellence.
- Assist senior management in making decisions that will affect the organization as a whole, including helping to create goals, a strategic plan, and public policies.
- Participate in the formulation and restructuring of the firm's management as well as the establishment of the primary company objectives.
- Create executive programs and sub-plans for administrative matters to accomplish the goals.
- Contribute to the creation and development of administrative processes.
- Review and audit the system's instructions, forms, records, and procedures.
- Examine any grievances made against the business in consultation with pertinent departments.
- Verify that every administrative directive is already in place, and punish offenders.
- Control over transportation, communications, other administrative services, and the use and maintenance of equipment.
- Distribute and outfit new hires' workspaces in coordination with other departments.
- Keep track of the work being done in personnel affairs, making sure that the files of employees are complete and that they are registered with the Office of Labor and Social Insurance.
- Assure the departments of the company's functional requirements.
- Analyze suggestions for the creation of administrative practices.
- Oversee the execution of all contracting processes for the premise leasing of the business.

Executive Manager

Seoulah Installment Company | Nov 2010 – Oct 2019

- Plan, organize, and grow the company to establish and manage it generally.
- Increase the company's profitability while enhancing its brand name in the marketplace.
- Develop and improve business and quality policies and procedures.
- Create an annual business plan, and balance the business with the strategic direction of the enterprise.
- Establish a comprehensive strategy to boost the business's market share and profitability.
- Determine Activities carried out by the business in marketing and promotion to boost its reputation and boost sales.
- Set the company's goals and decide the steps and methods needed to attain them.
- Establish the business's goals and work toward them by overseeing each department's performance.
- Assure the implementation of the company's contractual agreements with third parties and that the company's operations comply with all applicable laws and regulations.
- Review and routinely audit the department managers' work processes to make sure they adhere to the company's defined standards and suggest any necessary adjustments.
- Take care to cut costs and control expenses while keeping quality.
- Follow up on the collection of consumer receivables.
- Manage all marketing activities to ensure the accomplishment of the company's goals and plans while managing the company's sales to achieve the maximum level of product distribution.
- Examine all variables that may have an impact on market strategies, such as the nation's legislative initiatives, sales trends, and economic and competitive conditions.
- Evaluate operational outcomes and periodically review your strategies.
- Examine each manager's performance and look for ways to strengthen their abilities.
- Review performance reviews of the personnel and decide on pay raises and promotions.
- Provide periodic and fully detailed reports to the Board of Directors about company developments.
- Audit and approval of the company's financial statements, analysis, and required explanations.
- Review and adopt each report and form that is necessary.
- Approve and assess accounts receivables.

Skills

- ♦ Human Resources Management
- ♦ Financial Analysis
- ♦ Strategic Planning
- ♦ Project Management
- ♦ Customer Service Management
- ♦ Performance Management
- ♦ Administrative Management
- ♦ Real Estate Marketing
- ♦ Business Development
- ♦ Teamwork
- ♦ Creative Thinking
- ♦ Mathematics
- ♦ Leadership
- ♦ Effective Communication
- ♦ Risk Management
- ♦ Time Management
- ♦ Troubleshooting
- ♦ Conflict Resolution
- ♦ Collaborative
- ♦ Leadership
- ♦ Managing Meetings

Credit and Collection Manager

Safenat Al-Salam Company for Trade and Investment | Aug 2009 – Nov 2010

- ♦ Examine eligible funding requests and guarantees, then take part in allocating funding.
- ♦ Monitor the collecting team's performance and give them ongoing feedback.
- ♦ daily check-ins on benefits and their collection.
- ♦ Give the go-ahead for processes and collections in line with the law.
- ♦ Create a table each month to collect any unpaid balances.
- ♦ Improve the efficiency of the department of collecting, computerization, and procedure documentation.
- ♦ Examine distress cases and offer suggestions.
- ♦ Mandate, among other things, the review of the pay scale, the assessment of the financial covenant of the employees, and the review of the invoices for the company's services.
- ♦ Serve as a liaison between the business and the potential strategic partner.

Real Estate Marketing Specialist

Abu Suleiman Al Rajhi Real Estate Marketing | Feb 2004 – Jul 2009

- ♦ Take steps to advertise high-end, luxury real estate.
- ♦ Locate and advertise properties and unique opportunities.
- ♦ Market shareholding, investment firms, and lands.
- ♦ Provide advice and assistance to sellers and purchasers in selling and purchasing property at the best price and terms.
- ♦ Determine the needs and financial capacity of the client to offer solutions that are appropriate for them.
- ♦ Ensure fair and honest dealing by consulting clients throughout the negotiation process about market conditions, prices, mortgages, legal requirements, and related issues.
- ♦ Conduct a comparative market analysis to determine the worth of properties.
- ♦ Present and promote real estate to potential purchasers.
- ♦ Assemble the required documentation (contracts, leases, deeds, closing statements, etc.).
- ♦ Organize real estate transfers or auctions.
- ♦ Maintain and refresh a list of available properties.
- ♦ Participate in escrow businesses, lenders, home inspectors, appraisers, and other related parties.

Volunteering

Financial Resources Manager

Maknon Organization Riyadh North Centre | May 2007 – Jun 2008

- ♦ Establish the Centre administrative, financial and headquarters terms.

Investment and Financial Manager

Al-Maali Web Site | Mar 2005 – Jan 2007

- ♦ Create financial strategies for each area of the website.
- ♦ Discover fresh investment possibilities for the website.
- ♦ Monitor your daily earnings and expenses.
- ♦ Manage the website's financial affairs.
- ♦ Achieve a qualitative shift from reliance on donations from the public to independence, growth, and savings.