

Curriculum vitae

First name:Hadi

Family name: Garawi

Marital status: Married

Date of birth:17/4/1982

Nationality: Saudi

Address: KSA dammam

Mobil:0542668891

Email:hssa24141@gmail.com

Academic qualification

High School + Diploma in human resources management

Professional courses

Year	Course description	Place, authority
2012	ALDP module 1 leadership fundamental	Ic Jubail
2012	ALDP module 3 win support for Ideas	Ic Jubail
2012	ALDP module 6 leading effective meetings	Ic Jubail
2012	Cross exposure training in HR	Ic Riyadh
2011	HR management	On- line
2011	Human resources management strategies	Khobar
2011	Administration and human resources management	Khobar
2011	Planning of manpower	Khobar
2011	Recruitment and selection management	Khobar
2011	Personnel management	Khobar
2011	Modern trends in human resources	Khobar
2009	Social insurance system	Jubail

Languages

	Speak			Read			Write			Understand		
	Exeel	Good	Fair	Exeel	Good	Fair	Exeel	Good	Fair	Exeel	Good	Fair
Arabic	*			*			*			*		
English		*			*			*			*	

Employment record

Dates of employment	Name and address of employer.	Exact title
From:4/2007 to 10/2012	Intercontinental Jubail	HR Administrator
From:01/2014 to 05/2016	Holiday Inn Khobar	HR Manager
From:06/2016 to 9/2016	AlHokair Group	HR Manager of hotels division in charge for saudizaiton
From:10/2016 to 4/2017	Novotel Dammam	HR Manager
From 4/2017 to 7/2017	Holiday Inn Corniche	HR Manager
From 7/2017 until 7/2018	Al Hokair Group Hotels Division	Area HR Manager western Region (Holiday Inn Gateway – Holiday Inn AISalam- Mena Airport-Pull Man Alhamra – Red sea palace – Novotel Yanbu- Tulip Inn Taif – Golden Tulip Baha)
From 8/2018 until 5/2019	Al Hokair Group Hotels Division	Area HR Manager western Region (Holiday Inn Khobar- Holiday Inn corniche - Holiday Inn Half moon – Novotel Dammam – Golden Tulip Khobar- Golden Tulip Jubail - Golden Tulip Suites Khobar

Duties:

Developing and administering human resources plans and procedures that relate to company personal.

Planning, organizing, and controlling the activities and actions of the HR department.

Contributing to the development of HR department goals, objectives, and systems.

Implementing and revising a company's compensation program.

Creating and revising job descriptions. Conducting annual salary surveys.

Developing, analyzing, and updating the company's salary budget.

Developing, analyzing and updating the company's evaluation program.

Developing, revising, and recommending personnel policies and procedures.

Maintaining and revising the company's handbook on policies and procedures.

Performing benefits administration.

Maintaining affirmative action programs.

Overseeing recruitment efforts for all personnel, including writing and placing job ads.

Conducting new employee orientations and employee relations counseling.

Overseeing exit interviews.

Maintaining department records and reports.

Participating in administrative staff meetings.

Maintaining company directory and other organizational charts. Recommending new policies, approaches, and procedures.