

**SUMMARY**

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- Profile: Male , 40 , Single
- Nationality: Saudi Arabia
- Current position: Key Account Manager
- Current Company: Fahad Alsheaibi Recruiting office  
(Reporting to: President ).

**WORK EXPERIENCE**

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Sep 19 – up to date **Fahad Alsheaibi Recruiting Office** **Riyadh, Saudi Arabia**

. Recruitment and selection:  
Analyze, plan, manage recruitment programs and the hiring process to ensure that service provided meets the needs of client's requirements.

Aug 18 – Aug 19 **Al Arail** **Riyadh, Saudi Arabia**

*HR and Administrative Section Head*

- Handling HR & Support Services.
- Setting up Policies & Procedures.
- Employees Relations.
- Budgeting & cost controlling.
- Purchasing orders approvals and monitoring expenses.
- Auditing HR operations and insures following the policies & procedures.
- Following procedures related to Expatriates working in the company: visa, passport, work permits, medical insurance.
- Maintaining discipline and preparing disciplinary actions as well as creating motivation for all employees.  
Solving employee's problems and develop a strong relationship with them and effective communication between Company & employees.  
Monitoring, measuring and reporting on HR issues.
- Understand and implement the Saudi Labor Law policies and procedures.  
Maintain, update and expand the company policies.  
Plan and direct for Training of employee and maintain contact with outside resources for training.

Mar 14 – Aug 18 **Alsarh Travel & Truism** **Riyadh, Saudi Arabia**

*Deputy General Manager Assistant, HR Manager*

- Handling and managing payroll system: reviewing vacations payments, tickets, loans & advances, overtimes and handling all the payroll process.
- Employees Relations: On boarding process, conducting investigations and taking disciplinary actions.
- Managing and maintain employees' data: ensuring employees files are completed and data reflected in the system are accurate and updated.
- Retention Management: reducing the turnover ratio through conducting detailed exit interview, increasing satisfaction and reviewing salaries on yearly basis in line with market average.

- Preparing and developing policies & procedures.
- Setting up authorities and approval matrix.
- Auditing HR operations and processes.
- Advising Dept managers and increasing HR awareness: acting as the first and direct contact to answer department heads inquiries for any HR related issues.
- Performance Management: supporting HODs in setting objectives and KPIs for employees.
- Professional in Saudi Labor Law: handling all HR related issues and ensuring disciplinary actions in line with labor law.
- Recruitment & Staffing: Saudization, Expats & local.
- Budgeting and planning: preparing the yearly budget for all department's costs and expenses for board of directors.
- Cost controlling through monitoring expenses and POs approvals.

2005 - 2009	<b>NGHA – Local Recruitment</b> <i>Recruitment Information Officer</i> (Oracle-HRMS)	<b>Riyadh, Saudi Arabia</b>
2000 - 2005	<b>Saudi Airlines</b>  <i>Flight Attendant</i>	<b>Riyadh, Saudi Arabia</b>

## EDUCATION

2010	<b>Sussex University – Diploma</b> <i>Business Management and Economics</i>	<b>Brighton, UK</b>
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## OTHER CERTIFICATES

<b>Crew Resource Management</b>	<b>Saudi Airlines</b>
<b>Flight Attendant Safety</b>	<b>Saudi Airlines</b>
<b>Golden Service &amp; Galley Organizer</b>	<b>Saudi Airlines</b>
<b>Basic Steward Training</b>	<b>Saudi Airlines</b>
<b>Interview Skills training course</b>	<b>NGHA</b>
<b>Interpersonal Communication</b>	<b>NGHA</b>
<b>Basic Skills Intransitive to work in private sector</b>	<b>Riyadh Chamber</b>

## IT Skills

<b>Windows &amp; Office tools</b>	
• Microsoft Office	Advanced
• HRMS (Oracle HR System)	Advanced

## LANGUAGES

• Arabic	Native
• English	Fluent