

ماجد بن عبدالرحمن العبدان

AI Sharq Flex Factories في HR & Administration Director

رقم الهاتف : 966.551812865
البريد الإلكتروني: majed.alabdan@aol.com

Bayt.com صفحة: <https://people.bayt.com/majed-abdulrahman-abdulrahman-43472803>



الهدف الوظيفي

I am seeking an executive position to be part of the organization's think tank in charge of harnessing the synergies of human resources to catalyze organizational excellence, and leadership theory into business results.

My resume reflects the magnitude of this experience; through my long and successful career, I have gained expertise in driving/accelerating the evolution of HR function. I have efficaciously delivered the talent agenda- created capacity, resilience, and competencies needed to achieve business goals and gain competitive advantage. Facilitator of HR transformation and change management, I am known for designing innovative organizational models, processes, and technologies that drive lasting value across the organization.

My experience reflects consistent achievements and promotions to more visible leadership positions. I have significantly contributed continuous improvement and innovation to the way high-end companies recruits its teams. I have dexterously instituted a high-performance environment that emphasizes empowerment, quality, productivity and goal attainment. I have championed HR policy framing/ adherence, organizational development and project management initiatives.

I am a high-performance culture activist, expert in aligning ethos and strategy to support the company vision, mission, and values. My attached CV

المعلومات الشخصية

تاريخ الميلاد: 12 نوفمبر 1968
الجنسية: المملكة العربية السعودية
بلد الإقامة: المملكة العربية السعودية - الرياض

الوظيفة المرغوبة

الوظيفة المرغوبة: Human Resources Director, HR Manager, HR Supervisor, Human Resources Officer, Executive Assistant, Recruitment Manager, Office Manager
المجال: الموارد البشرية والتوظيف

الخبرة العملية

مجموع سنوات الخبرة: 35 سنة, 7 أشهر

AI Sharq في HR & Administration Director
Flex Factories
المملكة العربية السعودية - الرياض

Effective management of all HR strategies and recruitment activity and talent management

(including management of recruitment agencies)

- HR systems / payroll maintenance (managing payroll specialist)
- New starter processing and administration

- Maintenance of employment benefits and administration
- Creating, monitoring, updating of HR policies and procedures in line with current legislation including employee handbook
 - Handling any employee relations issues
 - Ability to prepare and present reports to Director level
- Excellent interpersonal, written and verbal communication skills
- Provide support on HR-related initiatives to the senior management team
 - Manage all operational and administrative HR processes
 - Manage HR strategy, policy and procedure
- Create, develop, monitor and review corporate salary scales and compensation packages
- Ensures overall application of the HR Policies and Procedures
- Ensures Policies comply with Local Employment Regulations

2019 مايو – 2017 مايو **International Human CEO ASSISTANT**
(Resources Co. (iHR-STO

المملكة العربية السعودية – الرياض

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- Ensures Policies comply with Local Employment Regulations

2017 مايو – 2015 مايو **CEO Office Manager Human Resources**
Consultant في Atta Holding Co.

المملكة العربية السعودية – الرياض

CEO Office Manager Human Resources Consultant

مستشار الموارد البشرية مدير مكتب الرئيس التنفيذي

2015 مايو – 2011 مايو **HR Manager & Administration Officer**
Alissa Universal Motors

المملكة العربية السعودية – الرياض

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2011 مايو – أبريل 2009 **Executive Director of Administration and Mansour Al Obaid في Human Resources Contracting**

المملكة العربية السعودية – الرياض

Executive Director of Administration and Human Resources

المدير التنفيذي للشؤون الإدارية والموارد البشرية

2009 أبريل – فبراير 2008 **Chairman office Executive Manager & HR DANAH GROUP في**

المملكة العربية السعودية – الرياض

Chairman office Executive Manager & HR Director

المدير التنفيذي لمكتب رئيس مجلس الإدارة – مدير الموارد البشرية

2008 فبراير – يوليو 2007 **Public Relations & Administrative Affairs Al Matjar Al Watni في Manager**

المملكة العربية السعودية – الخبر

Public Relations & Administrative Affairs Manager

مدير العلاقات العامة والشؤون الادارية

2007 يوليو – مايو 2005 **Chairman office Executive Manager في Fawaz Al Hokair Holding Group**

المملكة العربية السعودية – الرياض

Chairman office Executive Manager & Administration officials Director

مدير مكتب رئيس مجلس الإدارة والمدير التنفيذي للمسؤولين الإداريين

2005 مايو – أبريل 2004 **Executive Manager في Wabra Trading Company**

المملكة العربية السعودية – الرياض

Administration & Follow-up & Coordination Executive Manager

in Wabra Trading & Water Treatment Systems .Coordination Co

المدير التنفيذي – مدير إدارة التنسيق والمتابعة

2004 أبريل – مايو 1999 **Executive Office Manager في Saudi Arabia Football Federation**

المملكة العربية السعودية – الرياض

Executive Office Manager for General Secretary in Saudi Arabia Football Federation

المدير التنفيذي لمكتب الأمانة العامة للاتحاد العربي السعودي لكرة القدم

مايو 1998 – مايو 1999 **Prince Faisal bin Fahad في Supervisor**
Sports Medicine Hospital
المملكة العربية السعودية – الرياض
Medical Records & Registration Supervisor
مشرف التسجيل وسجلات المرضى

أبريل 1992 – مايو 1998 **King Fahad في Assistant Manager**
National Guard Hospital
المملكة العربية السعودية – الرياض
Admission & Appointments Assistant Department Manager
مساعد مدير إدارة المواعيد والتنويم

يناير 1985 – أبريل 1992 **Ministry of في Supervisor**
Telecommunication – Saudi Telecom
المملكة العربية السعودية – الرياض
Subscriber Services Supervisor Private Royal Telephones
مشرف خدمات مشتركين الهواتف الملكية الخاصة

HRMD International Training / دبلوم عالي
Eurexo International Training في Diploma
Institute
المملكة المتحدة – لندن
سبتمبر 2013
Professional Human Resources Manager PHRM

التعليم

دبلوم عالي / إدارة الموارد البشرية في Arab
International Organization for Training
and Professional Development
المملكة العربية السعودية – الرياض
فبراير 2013
Professional Human Resource Manager
مدير الموارد البشرية المحترف

ADMINISTRATION / المستوى: متمرّس
BENEFITS ADMINISTRATION / المستوى: متمرّس
COMMUNICATION SKILLS / المستوى: متمرّس
EMPLOYEE RELATIONS / المستوى: متمرّس
EXECUTIVE MANAGEMENT / المستوى: متمرّس
HUMAN RESOURCES / المستوى: متمرّس
MANAGEMENT / المستوى: متمرّس
PAYROLL PROCESSING / المستوى: متمرّس
POLICY ANALYSIS / المستوى: متمرّس
PRINCE / المستوى: متمرّس
HR & Admin / المستوى: متمرّس

المهارات

الانجليزية / المستوى: متمرّس

اللغات



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