

# Asharaf Sajeer

Olaya Street, Riyadh, Kingdom Of Saudi Arabia • +966 531174687 • [ashrafsajeer@gmail.com](mailto:ashrafsajeer@gmail.com)

## SENIOR HUMAN RESOURCES / ORGANIZATION DEVELOPMENT MANAGER

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Versatile Senior Human Resources Management professional with 17 years of experience, who has shaped high-performing cultures at Corporate companies dealing with Oil and Gas, Petro Chemical Industry with progressive resources and extensive experience that includes attract and retain high-potential talent. Develops Executable strategy that motivates team, individually and financially to exceed the corporate objectives through various cycles.

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### Professional Expertise

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- Corporate Policies, Procedure Development & Analyst
  - Job Descriptions, Analysis
  - Strategic Human Resources Planning
  - **Expert in Multiple Project Manpower Management**
  - High-Performance Talent Acquisition
  - Performance Management
  - Succession Planning
  - Employee Relation, Diversity and Inclusion
  - Compensation & Benefits.
  - Expense Planning & Control
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### Professional Experience

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**PAN GULF HOLDING COMPANY** No. of Employees : 4000+ **Al Khobar, Saudi Arabia**  
**PAN GULF INDUSTRIAL INVESTMENT COMPANY**  
Holding 25 Companies

Pan Gulf Holding Company is a leading industrial investment and manufacturer company based in Saudi Arabia. It consists of eight subsidiaries specialized in Steel industry, welding solutions, piping systems, and valves manufacturing & services.

PGH has been working with the best providers to bring high quality products and services to the Oil & Gas, Petro Chemical industrial and manufacturing sector.

Major Clients : Saudi Aramco, Sabic, Petro Rabigh, Maa'den, Sadara, Saipem, etc

**PAN GULF HOLDING COMPANY**  
**Group Human Resources Specialist** **2007 to 2017**  
**Reporting to Group Human Resources Director & Managing Director**

Responsible for determining providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the company, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation.

**INNOVATION INFORMATION TECHNOLOGY CO.** No. of Employees : 200+ **Riyadh, Saudi Arabia**  
**Organization Development Manager** **2017 to present**  
Reporting to CEO & MD

**AUJAN INDUSTRIES CO.** No. of Employees : 5000+ **Al Khobar, Saudi Arabia**  
**Administration Executive** **1996 to 2003**  
Reporting to Operations Director & General Manager

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### Corporate Policies, Procedures Development & Analyst

- Develop, implement and maintain company policy incorporating employee benefits, salary structures, payments, and recognition and reward
- Assess current and future policy requirements to support strategic aims in conjunction with the Company's Senior Management
- Research best practice to enable best design policies
- Project manage the implementation and review of HR policies
- Impact assess the equality and diversity impact of all HR policies
- Provide strategic oversight and direction to Management Remuneration policy and practices
- Monitor employment legislation developments, assess the impact on the Company and develop policies to maintain legal compliance.
- Review and update all HR policies and procedures on an annual basis
- Ensure HR policies comply with the Labour Law requirements
- Monitor "best practice" to meet Group's requirements through ongoing development and review of all HR policies and procedures Remuneration and Benefits

### Job Descriptions, Analysis

- Manage the development of Job Descriptions for all new positions within the organization, analyzing the skills and results required.
- Provide expertise in the area of Job Analysis and Job Evaluation to establish position in the Pay and Grading structure of the Group.
- Co-ordinate the evaluation of positions through internal methods and/or external consultants.
- Proactive maintenance and revision of Group's Job Descriptions on an annual basis in conjunction with job holders and line managers Performance Management

### Succession Planning

Compare the knowledge, skills and abilities (KSAs) of staff with both current needs and projected needs over the next two to three years. Assessing broadly about KSAs, including areas such as institutional knowledge, technical skills, and leadership ability with the following criteria.

1. Review/Update Current Organizational Chart
2. Conduct Departmental Needs (Current, Near and Long -Term)
3. Identify Pivotal Positions and/or Incumbents
4. Assess Risk of Turnover in Pivotal Positions
5. Assess Opportunities Within Current Staffing
6. Integrate Action Plan With Individual Performance Development Plans (PDP)
7. Performance management, and training and development.

### High Performance Talent Acquisition

#### Multi Million High Level Project Manpower Management

#### Major Project Handled –

■ Pan Gulf Technical Services – Khurais Pipe Line project, Handled 4 Years

■ Gulf Steel Works – Jubail, Supported Contracts of Aramco, Sabic

Storage Tanks, Skids, Structural Steel, Process Equipments

### Areas of Responsibilities

- Develop and implement a policy and procedure to attract, retain and motivate staff.
- Formulating recruitment strategies to ensure recruitment action meets identified needs on time, within budget and at the required quality level.
- Develop and implement a comprehensive interview process including behavioral interviewing techniques
- Coach Line Managers in effective interviewing skills
- Managing of end – to – end recruitment for a niche/demanding skill in IT Verticals.
- Projecting manpower requirement for the financial year.
- Setting up and recruiting through new Lateral Recruitment Channel.
- Strategizing the sourcing of profile based on the skills and requirement.
- Revitalizing the sources of recruitment depending on the urgency of the requirement.

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- Manage the recruitment process ensuring candidates joining Co. fit the job they have been recruited for the relevant position.
- Coordinate and manage the onboarding of new employees
- Ensure probation reviews are conducted at 30, 60 and 90 days, and assess suitability for permanent employment
- Co-ordinating with Global Recruitment team to ensure talent needs is met on time.
- Manage the Human Resource performance management process.
- Ensure all employees are informed of and trained in the application of the performance management model and system.

### Multi Million High Level Project Manpower Management

- Analyzing the current manpower inventory & **future manpower forecasts**

The Manpower forecasting techniques will be implemented as per below methods through planning, organizing, directing, Efficient utilization , and controlling.

- **Trend Analysis:** Manpower needs will be projected through extrapolation (projecting past trends), indexation (using base year as basis), and statistical analysis (central tendency measure).
- **Work Load Analysis:** It is dependent upon the nature of work load in a department, in a branch or in a division.
- **Work Force Analysis:** Whenever project and time period has to be analyzed, due allowances have to be made for getting net manpower requirements.
- **Other methods:** used to forecast manpower needs, like budget and planning analysis, regression, new venture analysis.
- Prepare the resources annual budget
- Identify job and career opportunities for Saudi Nationals to stabilize the nationalization.
- Participate in the development of the specific project Resources services strategy & procedures.
- Prepare and submit periodic reports to Management summarizing the performance of the Resources Department.
- Review project progress reports (Resources utilization) submitted by projects.

### Employee Relation, Diversity and Inclusion

- Proactively address employees' concerns to prevent any form of industrial action (covert or overt) before it escalates causing a disruption in the workplace
- Provide guidance, expertise and arbitration (where required) to Line Managers in relation to employee grievances.
- Ensure resignations and terminations are managed with speed and accuracy
- Ensure exit interviews are conducted for all staff leaving.
- Identify the resource and fulfilling the resource for each resource requirement raised within the given timeframe.
- Factoring future resource requirements before rolling off resources from the project
- Identification and Pro-active Projection of appropriate resources to the client for closure of resource requirement
- Ensuring that the projects are staffed with the right team –mix, thus contributing to the overall profitability. Setting up targets for the recruitment team based on manpower projections across various verticals and technologies for this project.
- Liaison with managers to ensure maximization of the billing of resources in their respective projects on time. Allocation and Reallocation of resources to Projects within Invent using various Resource Management Tools.
- Generating monthly and weekly manpower utilization reports, including forecast and analysis for the Account Delivery team.

### Performance Management

- Responsible to design, develop, and implement an efficient, fair and transparent Performance Management System across Group.
- Develop and update the annual appraisal process and guidelines and manage the appraisal process across functions
- Handle the performance management cycle process from start to end and monitor timely and accurate completion of the appraisals (e.g. forms and templates, communications).
- Develop tools and support material to help employees and their line managers in their appraisal process.
- Collect and analyse performance appraisal results across functions.
- Create the annual appraisal calendar, manage the communication with employees and ensure that each activity in the appraisal process is executed within the specified timeframe and as per defined guidelines.
- Resolve problems related to appraisals, such as employee requests for re-evaluation, and ensure that these issues are handled in a fair, professional, transparent and equitable way.

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### Education

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**Bachelor Degree**, In University of Calicut, India, 1992  
**MBA in Human Resources Management (Ongoing)**  
**SAP System Human Resources**  
**BAAN ERP System**

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### Courses Attended

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- ❖ Talent Acquisition
  - ❖ Conflict Analysis
  - ❖ Succession Planning
  - ❖ Organization Analysis
  - ❖ Project Manpower Planning
  - ❖ Manpower Planning
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### Personal Profile

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- Name: Asharaf Sajeer
  - Date Of Birth: 31<sup>st</sup> May 1974
  - Mobile No: +966 531174687
  - Nationality: Indian
  - Home Address: Kottarakkara, Kerala
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