

Hamza Mohammed Khalil

Human Resource & Admin Manager, Project Manager, ISO Head Committee, HR & OD Advisor



Personal Information

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- Dhahran, Saudi Arabia
- Nationality: Saudi


KEY SKILLS

- Project Management
- Analytical Thinking, Planning
- Accuracy and Attention to Details
- Organization and Prioritization
- Strong Communication
- Team Leadership
- Problem Solving
- Microsoft Word/ Excel/ PowerPoint
- Arabic/ English
- Work Under Pressure
- Project Interface
- Time Management
- ORACLE - HR

RESUME OBJECTIVE

A competent HR and Project Manager with more than 4 years of experience managing projects by ensuring that work is carried out in accordance with the companies' procedures and standards, demonstrating excellent communication, organization and management skills. Currently looking for a suitable position with a forward-thinking employer.

PROFESSIONAL EXPERIENCE

- Human Resource & Admin Manager & ISO Head Committee
Al-Qahtani Vehicle and Machinery Company [NOV 2020 – Present] 
 - Restructure HR Department
 - Implement new policy and procedure related to HR activity
 - Implement HR Manual
 - Restructure all departments according to their activity
 - Committee leader of SMTC
 - Consultant of all AHQ sister companies for HR & OD sectors
 - Implement tracking car devices in order to minimize cost of gasoline
 - Troubleshooting old company policies
 - Reduce cost on manpower requirement, company cars, oil expenses, overtime requirement and other expenses
 - Set a successor of each critical position
 - Enhance the capability of HR team by exposing them to all HR features
 - Responsible of the HR team at Shams Al-Jazira School which owned by Al-Qahtani
 - Monitor all Rig Move at HARADH site (RIGE 218, 217) starting from pre-move till clean-up
 - Insure to match all Government and Aramco protocol of COVID-19 protection
 - Responsible of enhancing Safety department
 - Integrate all department managers to set a clear manual of each department and to generate a perfect work environment in order to have a collectivism decision
 - Audit and ensure all department are following ISO stander every quarter
 - In charge of renew ISO certificate in yearly basis by following their stander and keep developing operation process
- Project Manager & Member of PMTC Committee
Al-Qahtani Pipe Coating Industry [OUG 2020 – April 2021] 
 - Implemented an Organization Design
 - Create and implement Focus Inspection project
 - Prepared, reviewed and approved HR Manual
 - Prepared and implement Secession Planning Manual
 - Prepared and implement Recruitment Manual
 - Restructure HR Department and restructure HSE Department by defined each position with the required activity. Also, divide plants into sectors for safety requirement
 - Participate on enhancing company internal website for internal recruitment
 - Innovate and implement weekly awareness emails to all AQPCI employees
 - Create and implement an exam for HSE current officers and for new the candidate as per OSHA stander
 - Implemented the orientation program for the new hiring
 - Successfully introduced and implement KSA Meeting on all of AQPCI Admin departments
 - Create a Company Car Sticker for gate pass
 - Implemented Safety daily Inspection in each Plant according to the activity
 - Update all company Job Descriptions

Certificates

180 Hours

PMP	94 Hours
<ul style="list-style-type: none"> PMP Exam Prep Course, 20.5 Hours PMP Exam Prep Seminar, 24.5 Hours CompTIA Project+, 27 Hours Intro PMP, 2 Hours Project Cost Management, 2 Hours Project Integration Management, 3 Hours Project Schedule Management, 3 Hours Project Scope Management, 2 Hours Project Management Communication and Risk Management, 5 Hours Project Management: Quality and HRM, 5 Hours 	
HR	52 Hours
<ul style="list-style-type: none"> Legal Education According to Saudi Labor Law, 2 Hours Termination of Employment Contracts, 5 Hours HRSS, 25 Hours Legal Part of HR, 15 Hours Executive CHRO Roundtable – Oracle, 5 Hours Formulas for Talent Attraction and Retention with The Attending of Top HR Executives in Saudi Arabia 	
Business & others	44 Hours
<ul style="list-style-type: none"> Google Digital Garage-The Fundamentals of Digital Marketing, 40 Hours The Fundamentals of Event Management, 4 Hours SABIC Safety Orientation – SHEM 5 Aramco Safety Orientation Chain of COVID-19 infection 	

Project Manager – SABIC Warehouses Project (Jubail-Riyadh-Yanbu)

HALA SUPPLY CHAIN SERVICES COMPANY

[Sep 2019 – SEP 2020]



- Responsible of all SABIC warehouses manpower around the Kingdom: HADEED, PK, SAFCO, JG, SADAF, GAS, SAPTANK, AL-BAYRONI, IBB, YANSAB, YANBET, IBN RUSHD and other remaining subsidiary companies.
- Re-structured project workflow and organizing the project aim.
- Applying the protection of COVID19 on employee's accommodation and in their lifestyle.
- Implemented guideline and clear process that save time, in order to have a clear workflow.
- Successfully enhanced the employee's capabilities and self-development.
- Secure the target percentage of project Saudization.
- Developed ideas and techniques to educate the employees indirectly.
- Motivating the project team.
- Controlling time management.
- Ensuring customer satisfaction.
- Reducing cost.
- Analyzing and managing project risk.
- Issuing Jubail, Yanbu and Riyadh monthly timesheet.
- Recruiting internal/external manpower.
- Insure to provide an advance safe, healthy and work environment.
- Studying the project status and long-term progress.
- Participated weekly and monthly meeting in Jubail, Yanbu and Jeddah.

Project Manager – HR/Recruitment Specialist

ABDEL HADI AL QAHTANI COMPANY

[Sep 2017 – SEP 2019]



Project Manager – SABIC Housing Maintenance Project (Jubail)

SABIC Housing Maintenance Project:

- Participate in a meeting with SABIC on Jubail to sign an agreement of providing Manpower for Housing Maintenance on Jubail & Yanbu.
- Recruit process for (Internal/external) staff on different positions.
- Went to India to interview more than 800 candidates at agents' site at Kochi, Chennai and Mumbai.
- Attending weekly meeting in SABIC to review the progress for the project.

HR/Recruitment Specialist

- Preparing and presenting many different presentations related to HR.
- Has prepared, presented and trained more than 100 employees about HRSS – ERP on Oracle system.
- Using Oracle System for: (Entering employee's vacations, Clearance process & adding new employees on the system and issuing monthly Payroll Reports).
- Recruitment Officer (Internal & External).
- Communicate and negotiate to set an agreement with many Manpower Suppliers in different areas inside/outside of Saudi Arabia.
- Implement and certify many HR forms.
- Analyzed, finalized and modified the Employment Agreement for our company and other sister companies.

HR Advisor

Saudi Aramco Company, Internship

[Jul 2016 – Sep 2016]



- Nominated to conduct awareness presentation about retirement, in front of over than 100 employees in remote area such as: Ju'aymah, Shaybah, Ras Tanura, Manifa and Kharasanyah.
- Exposed to all HR related issues such as: Salary increase process, promotion process, compensation, death cases and inheritance, traffic violations, housing allowance, relocation allowance, scheduling days off, retirement process.
- Suggest and implement customer survey at the HR Customer Service Center.
- Completed 6 E-learning courses on leadership and safety.



CERTIFIED ON:

EDUCATION

- PMP



Master of Business Administration

Prince Mohammed bin Fahd University, KSA, [2018 – 2020]

GPA: 3.50/ 4.00

Senior Project – *The Impact of Project Manager Working Remotely on The Project Productivity in SABIC Warehouses in Saudi Arabia*

Relevant Coerces – *Managerial Economics, Managerial Finance, Organizational Behavior, Managerial Accounting, Quantitative Analysis, Marketing Management, MIS, Operation Management, Performance Management, Project Management and Supply Chain Management.*

- OSHA



Bachelor of Human Resources Management

Prince Mohammed bin Fahd University, KSA, [2011 – 2016]

GPA: 3.02/ 4.00

Senior Project – *Investigation of Survivor Factors for small and medium enterprises (Fast Food Restaurant) in Dammam City.*

Relevant courses - *Recruit, Placement & Staffing, Training & Development, International HRM, Resource Management, Strategic HRM and HR Planning and Research Methods in HRM.*