# Hamza Mohammed Khalil

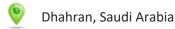
Human Resource & Admin Manager, Project Manager, ISO Head Committee, HR & OD Advisor

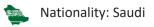


## Personal Information









## 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





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

### P M P

### 94 Hours

- 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

## H R

## 52 Hours

- 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

- 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 SEVICES COMPANY [Sep 2019 - SEP 2020]

- Responsible of all SABIC warehouses manpower around the Kingdome: 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 safe time, in order to have a clear workflow.
- Successfully enhanced the employee's capabilities and self-development.
- Secure the target percentage of project Saudilization.
- Developed ideas and techniques to educate the employees indirect way.
- 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 statues 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)

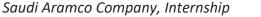
SABIC Housing Maintenance Project:

- 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
- 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 certified many HR forms.
- Analyzed, finalized and modified the Employment Agreement for our company and other sister companies.

## **III** HR Advisor



[Jul 2016 - Sep 2016]

ارامكو السعودية Saudi Aramco

- 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
- 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:

PMP



OSHA



# EDUCATION



## **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.



## **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.