

# Umer Javaid

3 min read

Can relocate anywhere in Saudi Arabia

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(Transferable Iqama)

## Professional Profile

An Associate CIPD with over 10 years of providing high quality HR services to the organizations in Europe, Middle East and South Asia.

## Work Experience

### HR & Recruitment Consultant

Suleiman Al-Rajhi University  
(Suleiman Bin Abdelaziz Al-Rajhi Holding Company)

Ⓟ April 2012 till date

Suleiman Al-Rajhi University (SRU) is a Saudi private University, which is come under the group of Suleiman Bin Abdelaziz Al Rajhi Holding company, Riyadh. Some brief overview of my responsibilities:

- *Formulate and update HR policies from time to time.*
- *Manpower planning and budgeting for a year ahead.*
- *Administer performance management system.*
- *Managing payroll files.*
- *Dealing with Enjazit , GOSI , Qiwa and Muqem.*
- *Hiring Saudis and foreign nationals.*
- *Writing job descriptions after consultation with functional managers.*
- *Involve in all stage of recruitment cycle from planning to onboarding (end to end recruitment) 180-degree recruitment.*
- *Conduct TNA (Training need analysis).*
- *Maintain employee personal files.*
- *Sourcing candidates from different sources including social media, LinkedIn & bayt.com and various candidate sourcing sites.*
- *Maintain KPI (Key performance indicators) HR metrics as per requirement.*
- *Work with Talent resourcing companies (agencies) to hire right person for the right job.*
- *Drive alignment between HR and Overall organization goals.*
- *Hiring Engineers, IT professionals, Doctors and general staff from overseas and KSA.*
- *Conducts job interviews inclusive of behavioral, telephonic or panel interviews.*
- *Use SAP for updating data and SAP Successfactor for application tracking system (ATS).*

### 🔧 Key achievements at SRU

- a. *Devised Recruitment policy.*
- b. *Designed interview guidelines for all three staff levels i.e. (Operational, Mid-career & Strategic).*
- c. *Designed orientation plan format and handbook for new employees.*
- d. *Overhauled the criteria for job interviews in order to gather maximum information in short time.*

## **Lecturer of Business studies**

### **Benett International College**

(Registered with ABP and Edexcel)

⊕ June 2010 to June 2011

Hounslow, London

*Taught different courses of business management such as Human Resource Management, Introduction to Management, Strategic Business Management, Marketing Management, Organizational Behavior, Professional administration and People in organization to the undergraduate and postgraduate classes.*

*I was responsible for student's assessment, student registration with awarding bodies, dealing with awarding bodies, student counselling and designing course outline.*

## **Human Resource Assistant**

### **Skyone Limited**

⊕ November 2009 to May 2010

Crawley, United Kingdom

Skyone is a BAA (British Airports Authority) approved meet and greet company which provide services to the travelers from London Gatwick airport. It was very short contract mainly for Christmas and summer season.

- *Recruiting staff – Hiring temps for Christmas.*
- *Train customer service standards to new and existing staff.*
- *Ensure the training of new employees, prepare and enforce training and development plan in all areas.*
- *Risk assessment and managing health safety at work.*
- *Managing customer's complaints and online reviews.*
- *Managing cost to improve efficiency.*
- *Induction for new employees.*
- *Building relationship with customers.*
- *Administer payroll.*

## **Human Resource Coordinator**

### **Tri Pack Films Limited**

⊕ May 2005 to July, 2007

**Tri Pack Films Limited** is a Japanese joint venture and one of the largest manufactures of Biaxially oriented polypropylene. TPFL is the industry leader for packaging materials, having over 500 employees across country.

Assist HR Manager in achieving departmental goals by timely recruitment, good manpower planning, performance management and training/development. Some of major responsibilities were.

- *Conduct Interviews of candidates.*
- *Staff recruitment according to the manpower requirement.*
- *Prepare workforce demand plan based on assessing and analyzing current and future needs.*
- *Discuss manpower requirement with departmental heads and finalize with HR Manager.*
- *Review and discuss reward & benefits plan with HR Manager.*
- *Participated in Performance management process*
- *Introduced exit interviews for leavers in order to reduce employee turnover.*

## Liaison and HR Officer Pearl Confectionary (Pvt) Limited

⊕ Sep 2004 to May 2005

Pearl Confectionary is one of the leading manufacturers of confectionery products. PCL is a top- notch manufacturer of confectionery products in the country which employe 800 staff directly and 500 through contractors. Some responsibilities were:

- *Short list job application and invite candidates for interviews.*
- *Arrange induction programs for new employees.*
- *Prepare vacations schedule for the employees and submit to HR Manager*
- *Maintain attendance and payroll record and disburse salaries on time.*
- *Maintain accidents record in order to minimize the risk and eliminate hazards.*
- *Assisting the administration department.*
- *Call meeting and arrange venue of meeting*
- *Taking meeting minutes and circulate to all concerned.*
- *Liaising with training institutions for the provision of staff training*
- *Updating all records related to admin and HR, which include managing employee database, logbooks of company vehicles, stationeries and office equipment.*

## *Education History*

### Academic qualification

<b>University of Bedfordshire, United Kingdom</b> (MSc) Human Resource Management	<b>2009</b>
<b>Hamdard University</b> Master of Business Administration	<b>2004</b>
National Institute of Labor Administration <b>Post graduate diploma in Labor administration &amp; Industrial welfare</b>	<b>2003</b>
<b>Hamdard University</b> (BBA) Hons General Management	<b>2002</b>

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### Professional qualification

<b>Certified Recruitment Analyst, Cairo</b> Euro Training Center, Egypt	<b>2016</b>
<b>Chartered Institute of Professional and Development,</b> United Kingdom Associate Membership # 2271904X	<b>2012</b>
<b>CHRP Certified Human resource professional</b> awarding body NED University	<b>2006</b>

 **English Proficiency**

*International English Language testing system (IELTS) Secured 7 bands out of 9.*


 **IT Skills**

Able to use Microsoft Office programs and Internet, SAP HCM and SAP SuccessFactor

***Personal Information***

 Nationality: Pakistani

 Non-Smoker

 Possess full British and Saudi Driving License

**Reference will be provided on request**

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