

Sadiq Al saeed

(HR Management)

Personal Summary:

A Talented Assistant HR manager having over **13 years** of experience in customer relations and HR Management in Saudi market, Strong experience in training, recruiting, developing and coaching professional HR representatives seeking to obtain an appreciated place as an HR Assistant Manager/HR Manager with the full functionality of attained experience and education to increase the market value of the organization through the development and modification of new or existing essential human resources policies and procedures.

Academic Qualifications:

- Diploma degree in Technology, General Organization of Technical Education and Vocational Training 2004-2005, Department of Computer Technology, Major: Computer Technical Support

Certificates:

- Finance training for non-finance people, Al Monaseq Training Center, 2011
- English language course (2 levels), Noor American Education Center, 2011
- First air course, Saudi Red Cross Society, 2009
- GOSI training program, main GOSI office, 2009
- Saudi labor implantation and understanding, Al Monaseq Training Center, 2007

Interpersonal Skills:

- Dedication, results driven, reliable and trustworthy
- Excellent team leader, team member and people skills
- Able to handle multiple tasks
- Managing new initiatives
- The ability and confidence to communicate effectively both verbally and in writing
- Good organizational skills and able to pay attention to detail
- Willing to take on additional tasks as required and learn new skills
- Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job
- Ability to be discrete and maintain high levels of confidentiality
- Up to date knowledge of emerging human resources' laws and trends

Career History:

Assistant HR manager

Salman Group. Dammam, KSA

Oct/2016 – Present

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.).
- Follow up all the HR related websites GOSI, Labor office Moqem, TAMM
- Follow up the reports which related to Saudization and link it to the Man power plan
- Follow up the new rules and regulations from labor office to update the group systems and policies and procedures accordingly.
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Properly handle complaints and grievance procedures.
- Assist our recruiters to source candidates and update our database.

- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures
- Participates in developing department goals, objectives and systems
- Assists and/or administrates disciplinary action as required
- Supervising in performing investigations related to filed complaints as required
- Serve as a link between management and employees by handling questions, resolving work related problems, and interpreting and administering the collective bargaining and other company policies
- Assists with benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations and writes and places advertisements
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed
- Maintains human resource information system (PeopleSoft) records and compiles reports from the database
- Perform any other duties or responsibilities as required.

Career History in Salman Group, Dammam, KSA:

- # Personnel section head Oct/2013 – Oct/2016
- # Personnel Supervisor Oct/2012 – Oct/2013
- # HR Senior specialist Oct/2011 – Oct/2012
- # HR specialist Oct/2008 – Oct/2011
- # Administrative assistant Oct/2006 – Oct/2008

Computer Skills:

- Microsoft Windows, Microsoft Office, Visual Basic, Internet
- Excellent Typing Ability: Arabic & English
- Excellent Ability to Learn Any New Packages in Short Period of Time

Languages:

- Arabic (Reading, Writing & Conversation): Mother Tongue
- English (Reading, Writing & Conversation): Excellent

Personal & Other Information:

- Nationality: Saudi Arabian
- Date of Birth: October, 2nd, 1983
- Marital Status: Married
- Other: Saudi Driving License
- Interest: Sports, Traveling

Contact Information:

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References:

Available upon request