

# SULTAN AMERI

## HR Generalist

✉ amam\_200@live.com ☎ 0540399998

📍 Saudi 📅 18/2/1988 👤 Married

## WORK EXPERIENCE

### Hr generalist

#### Panda retail company

Feb 2019

Saudi arabia- khobar

Main responsibility & Achievements.

- 1\_Partner with the senior executives, in the eastern regions, to align HR programs and practices with the business objectives, serve as a consultant on human resources-related issues, act as an employee champion and change agent.
- 2. Maintain an effective level of business acumen about the regions' financial position, customer satisfaction level, employee engagement and corporate culture (The Panda Way).
- 3. Provide consultation for business leaders on engagement, retention,Subsidization issues, labor law and provide critical inputs to initiate needed programs by the Organization Development Department
- .4. Support the New Stores Opening (NSO) Department administratively, leading workforce planning, selecting the store managers, core/ tempo team, and recruiting the needed manpower locally and internationally from different parts of the globe.
- 5. Manage and resolve complex employee relations issues and Conducts effective and objective investigations when needed.
- 6. Maintain in-depth knowledge of company's policies and legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with the legal department as needed/ required.
- 7. Partner with the Training &Development Department for the 'Store of Learning Program' in the two regions to ensure growing the needed talent in light of the expansion plans
- 8. Support the business leaders/ HODs (based on the delegation of authorities) with all manpower requirements
- 9. Manage all structural changes requirements from the business leaders and HOD sand working with the Organization Development Department for this purpose to make the best decision for the Company to ensure optimally utilizing the newly required resources.
- 10. Lead the Female Recruitment Project in the two regions. Our region achieved the best results in the Company across the Kingdom.
- 11. Support the HRBP in the different HR projects in the eastern province.

### HR officer

#### panda retail company

Jul 2015 - Dec 2016

saudi arabia - khobar

Main Responsibilities & Achievements:

1. Provide employee services related to vacation management, employee identification letters, etc.
2. Manage employee overtime per the labor law and the Company policies and procedures.
3. Manage all employee related payroll issues with the cooperation with the Finance Department.
4. Support the HR project to automate the HR services in the Company.
5. Implement disciplinary actions per the in-house disciplinary executive list approved by the Labor Office.
6. Manage the employee compound services per the standards of the Company.
7. Provide office support in the eastern provide regional offices including facility management.

## COURSES

### Coaching for high performance

May 2016

### Hr foundation

Jan 2016

Panda

## EDUCATION

### Business administration

sheffield state universty

Jan 2011 - Dec 2014

## SKILLS / KNOWLEDGE

<b>Multitasking</b>	70%	<b>Public speaking</b>	80%
<b>Future planning</b>	70%	<b>Analytical skills</b>	80%
<b>Leadership</b>	90%		

## LANGUAGES

English

9 / 10