**Saeed Rashed Almarri**

Saudi Arabia-Eastern Region-Abqaiq City

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Personal Statement

\* Saudi Aramco Employee with 10 years’ experience in HR fields managing business functions and providing executive level support to principals and Aramco managers at Aramco Abqaiq Oil and Gas Plant, Aramco Admin, Public Relations, Government Relations, Career Development and Industrial Training & Development Depts. As I have extended my detail-oriented talents as a Planning Group Supervisor and public relations representative managing upper managements business functions and social protocol. Willing to apply my talents and adaptable personality and to fulfil the business needs at your Great Company.

Education

Graduated from Mount San Antonio College (USA) with a degree of associate of Science in human Resources GPA Scored 3.44/04.

Graduated from Portsmouth University (UK) with a degree of Bachelor of Science in Human Resources / Psychology GPA Scored 3.25/04.

I am officially certified in multi-high potential Courses including leadership courses from Saudi Aramco.

Upon request.

**Skills**

* Interpersonal communication both written and verbal
* Conflict Management
* Time Management
* Teamwork
* Leadership
* Adaptability
* Presenter
* Public English Speaking
* Employees planning
* Managing performance
* Managing Grievances
* Training and professional development
* Health and safety of staff
* Staff Motivation

Employment History

At Saudi Aramco from 2009 – 2019

* Career Counsellor
* Events Coordinator
* Events Speaker MOCs
* Public Relations Rep.
* HR Specialist
* HR Planner
* Social Advisor
* Planning Analyst
* Division Planning Group – Team leader
* Mainly in-charge as the Planning Analyst of the Division. Responsible in performing any or all of the following:

1. Follows instructions from the Division Head in dealing with the over-all administrative management operation and personal supervision and duty management
2. Participation in Decision making for the Division yearly plan together with the Principals and supervisors.
3. Planning
4. Policy Formation
5. Ensure coordination and orderliness in the implementation of the programs and policies

***Specific Duties and Responsibilities:***

1. Plans and determines the necessary resources (ie, manpower, capital and operational requirements of the Division.
2. Presents the annual budget of the institution to the Division Head.
3. Supervises all aspects of the operations from instruction to administration and recommends/ initiates measures to the management to improve them.
4. Conduct meeting with Planning staff to disseminate new policies and consult them our matters requiring their inputs.
5. Coordinates with the different agencies regarding the requirements for licensing renewal of permits, policies and guidelines
6. Enforces/ implements and makes important decision within the normal operational system.

**FUNCTION:** Provide leadership to plan, organize and manage all of the activities related to the Human Resource Department, .

***ESSENTIAL RESPONSIBILITIES*:**

1. Hire, supervise and evaluate the Records.
2. Organize and administer the records for Hired staff,
3. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services
4. Develop and administer the departmental budget

***ADDITIONAL RESPONSIBILITIES:***

1. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Division Head.

2. Participate in professional development activities and serve on committees that support the goals and objectives of the division.

*3. Implemented effective HR policies to ensure all practices are in compliance.*

1. *Developed targeted outreach training needs to meet affirmative action requirements*

Employment History

At USA General Consulate in Dhahran from 2020 to date:

* Cultural, Social and Economical Advisor for US Consul General

Mainly in charge to guide US CGs and their embassy, to visit and promote Saudi Businesses and Tourism areas with in the kingdom, such as Al-Ula..