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Alawiah Ali Saeed Al-Sadah

Personal Information

Date of Birth 15/01/1986 G
Place of Birth Ras Tanura
Nationality Saudi
Gender Female
Marital Status Married

Education

Bachelor King Faisal University – *Computer & Management Information System.*
Second Honor – with Excellent Grade GPA 4.65 out of 5 scales.

Professional Experience

(Nov 2013- Current) working in Al Husain Group, Al Khobar as HR Administration

Recruiter:

- Manage the full recruiting lifecycle across a variety of open roles helping management find, hire and retain quality talent.
- Continuously partner with recruiting team and senior managers to design, refine, and implement innovative recruiting strategies.
- Grow and foster high –touch relationship with a database of qualified active and passive talent to pull from as new position open up.
- Stay active with current job boarding, social networks, and platforms to find talent, and plan, create and release job descriptions and announcements.
- Develop and release job position on a platform, such as social media and job boards.
- Dealing with local or outsource candidate.
- Craft and send recruitment emails.
- Administrating the formulation as recruitment, testing and selection policies and programs and ensuring the application of equal opportunity principle..
- Provide coaching and guidance to more junior level recruiting staff.
- Monitoring internal job position program and ensuring their effectiveness

Key Responsibilities:

- Support the implementation of the annual HR plan
- Respond to the employee request and questions.
- Ensure that company employees are aware of HR policies and procedure, providing advice and guidance when required.
- Implement new employee orientation program, in coordination with recruitment specialist

- Assist with implementing guideline for employee promotions/ career path and grading scale.
- Coordinate implementation of the performance management system.
- Conduct exit interviews.
- Preparing HR reports by collecting, analyzing and summarizing data.

HR General Tasks:

- Prepare the offers and contracts to the new employees.
- Prepare and programming the employee's attendance card.
- Monitoring employee's absences in cooperation with the supervisors.
- Prepare payroll work sheet(attendance, fixed deduction, fixed bonus)
- verify all the salaries statements (Cash, Cheque, Transfer)
- Update annual package of salaries sheet
- Prepare the final settlement, experience letter and clearance letter.
- Upload Wages Protection System (WPS) in the ministry of labor web site.
- Register the Saudi employees in the Fund program, make the attendance in the system every month and prepare the Fund sheets.
- Maintain the GOSI requirements & payments every month
- Contact with health insurance company for register the employees with their classification and make upgrading whenever needed and to maintain the annual payment
- Prepare the communication letters, correspondence as per advice of immediate heads such as a Government letters, Department memos etc.
- Prepare the papers for renewal Iqama , requests for multi / single Visa and transfer the sponsorship.
- Register non –Saudi employees in Ajeer program to let them have work permit for one year
- Follow up with the government affairs section for renewing GOSI certificate , Chamber of Commerce subscription , ZAKAT certificate , Ajeer certificate and civil defense certificate
- Prepare the travelling ticket requirements and acquiring different quotations from different agencies.

(Dec 2012- Oct 2013) working in Electronia Ltd. Ma'aden Aluminum Project K-010 Ras Alkhair as Engineering Coordinator

Engineering Coordinator:

- Provide daily, weekly, monthly Engineering report to the top management.
- Contact with the engineers in the site and prepare for their need of the materials.
 - Arrange with the stores and transportation departments to transfer the equipments to the site.
 - Use Shipping Data base to prepare packing List to send the items to the site.
- Prepare and format the Method Statement and Job Safety Analysis by follow the style guide.
- Upload the documents in the project on line (POL) web site.
- Follow up with HR department if any Engineer needs renewal the Iqama, request Visa, ticket or family visit visa.
- Attend meeting with the engineers and provide the minutes of meeting to the managements.
- Upload the meeting note (MOM) and Weekly Report in the Document

Locater (DL) System.

- Arrange for Gate pass for the engineering Team.
- Coordinate for Training plan to the engineering team and provide training evaluation to the management.
- Update project site contact list
- Assist immediate heads for their urgent reports and documentations needed by the division.

Supporting the Purchasing Department at Electronia Ltd.

- Searching for vendors and request multi quotations.
- Negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality.
- Provide the PO to the vendor after getting approval.
- Track incoming inventory, Delivery arriving time, and note actual arriving time.
- Organize and update database of suppliers, delivery time, invoices and quantity.
- Work with team members to develop future purchasing plans and source potential relationships with vendors.
- Analyze potential vendors and suppliers for future project needs.
- Manage supply and relationship
- Reduce the cost.
- Process the documentation.
- Gather Data and Update the materials list for the project.

Supporting the Sales Department at Electronia Ltd.

- Coordinate between the production department and the clients
- Dealing with all the clients issues
- Arrange all the corresponding between sales department and clients
- Contacted with the airlines to arrange and prepare for Traveling orders.

Document Controller at Electronia Ltd.

- Prepare Contractor's Document Transmittal Form Technical Document (CDT)
- Prepare Contract Submittals Distribution Form (CSD)
- Prepare Request for Information(RFI)
- Provide the documents that we submitted to the team and if we received a reply from the project
- Update the CDT logs sheet.
- Provide the approved document to the Engineers and AutoCAD department.

Supporting the Production Department at Electronia Ltd.

- Dealing with the customer's request of attendance cards.
- Programming cards 1KB or 4KB
- Using Excel and Access Data Base for feeding the printer by clients information
- Designing and printing cards by working on special printer(Data Card Printer)

Course Studied

Programming languages (C++, Java, Visual Basic and HTML), Excel, Access Data Base, Operating system, File processing, Analysis and Design of Information, Data Base Design , Data Base Management System and Printing Smart Card.

Soft Ware Applications

Auto Max, Document Locator, Access Database, EL Smart System, Data Card Printer.

Training Courses

Project champions Group

PMP Certification Training Course

International Business Management Institute (IBMI)

Human Resource Management

Online Course –LinkedIn

Balance Scorecard and Key Performance Indicators

HR as a Business Partner

Human Resources: Payroll

People Analytics

360-Degree Feedback

Customer Service: Handling Abusive Customers

Contracting for Consultants

Managing Logistics

Talent Management

SAP ERP Essential Training

Learning SAP Material Management

Excel: Power Pivot Table

Excel: Managing and Analyzing Data

Excel: Creating a Basic Dashboard

Power BI Essential Training

Python for Students

Online Course-Udemy

First Steps into Risk Management

Mastering Interview skills with Fortune 500 Exec

SAP Simplified for Absolute Beginners

Technical and Vocational Training Corporation

Human Resources Specialist Skills

Legal Aspects of Human Resources Management (New Saudi Labor Law)

King Fahd University Of Petroleum & Minerals (KFUPM)

English Conversation skills Course

Capabilities

- Deep knowledge of HR process , procedures and tasks
- Deep understanding of Saudi Labor Laws and concerned government regulation
- Creative problem solver.
- Solve and deal with HR issues that face top Management
- Strong Human resources leadership skills
- Planning, coordinating and organizational skills.
- Developing and Motivating team member.
- Decision Maker.
- Flexible , adaptable , Confidential and Loyal
- Ability to work with a wide variety of people
- Communication , Negotiation and interpersonal skills
- Ability to achieve a work as group or individual
- Ability to deal with Computer Fundamentals, MS Office Package.

Languages

Arabic Native Language
English Excellent (Speaking, Reading, writing).

References

Available Upon Request

