

ZAKARIA AHMED ZUGHEIBY

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EDUCATION

Stetson University, DeLand, FL

Bachelor of Business Administration

May 2020

Major: Management - GPA: 3.11/4.0

PROFESSIONAL EXPERIENCE

HR & Administration Manager, *Tawfeeq Mousa Alsamm Contracting* **September 2021 - Present**

- Assist in the organizational departmental planning in line with the overall business vision and long-term strategy.
- Monitor and support day-to-day HR activities to ensure appropriate advice and support is given.
- Prepare management reports, such as headcount, open positions, average salary per department when required.
- Work closely with managers to provide each with expert guidance and to support on the full range of HR activities, including policies and procedures, terms and conditions of employment, absence management, and performance management in order to ensure a consistent and fair approach to people management across the Company.
- Identify, design, and implement strategic HR projects to properly operate.
- Manage recruitment and lead induction, as appropriate.

Recruitment Specialist (Tamheer Program), *NWC. Human Capital* **January 2021 - July 2021**

- Managed internal and external vacancies while sorting suitable candidates that may add value to the company depending on nominated positions.
- Arranged end-to-end screening candidates, interviews, and selection procedures for Western Region locations in corporation with the recruitment team.
- Conducted weekly reports based on recruitment team's daily tasks to track operations progress on our end.
- Created an interactive dashboard that states significant KPIs which was continuously updated.
- in charge to request internal and external posts upon availability of vacancies to fill the Business needs.
- Reported all needed vacancies, new technical issues, and immediate internal transfers and more operations to the headquarters through our ERP and Oracle systems.

Lead Student Manager, *Stetson University, Human Resources* **January 2020 - May 2020**

- Managed department calendar which includes staffing, events, and leadership team meeting.
- Conducted weekly staff meeting with the team to develop and enact department goals.
- Provided weekly reports to be shared with supervisors and AVP of Human Resources

Professional Development Manager, *Stetson University, Human Resources* **August 2019 - May 2020**

- Launched a Professional Development training for 900+ student employees based on career competencies.
- Structured an incentive program to increase the utilization of training platform.
- Became proficient to troubleshoot website bridge issues.

Strategic Implementation Manager, *Stetson University, Human Resources* **January 2019 - August 2019**

- Developed the proposal and approval process for the Experiential Learning Requirement to be used by all students in the School of Business Administration.
- Assisted new employees in completing federal and institutional paperwork.
- Compiled annual video to be used for department promotion.
- Created program assessment for supervisors using Qualtrics.

Recruitment Specialist, *Electric House, Human Resources* **May 2012 - January 2014**

- Supervised new employees in the human resource department by providing tools and needed trainings.
- Selected qualified job applicants, referred them to managers based on a prioritized list of job requirements including special qualifications, characteristics, and professional experiences expected from a candidate.
- Prepared and maintained employment records related to events such as hiring, termination, approved/non-approved leaves of absence, departmental transfers and/or promotions using Synergy system software.
- Maintained a recruitment record of potential candidates' resumes to ensure that we have a database of all information that we may need to use for future openings.
- Arranged interviews with senior managers and ensured a proper evaluation of candidates was completed.
- Participated the HR department's planning and development major projects while implementing strategic HRM.

COMPETITION & PARTICIPATION

Fourth Annual Target Case Competition: 2nd place

2017 - 2018

- Designed a solution for the Target Case Study as a team, presented our findings to a panel judge from the head office, and arranged an extensive management result for Target to improve the quality of future stores.

Marketing Edge Collegiate ECHO Marketing Challenge by Collette,

2016 - 2017

- Prepared a comprehensive Marketing Plan for a real company facing an organizational challenge: establishing brand recognition and promoting bucket-list vacations to the baby boomer generation.
- Collaborated with a team in developing multiple sources of market research, creating a targeting strategy, establishing positioning within the industry, and deploying media relations for an integrated marketing campaign.

ACCOMPLISHMENTS:

Dean's List Recognition, *Stetson University.*

December 2019

Saudi Arabia Cultural Mission Recognition Award.

May 2017

Honor Roll and Dean's List Recognitions Award.

May 2016 - May 2017

Community Involvement:

Summer/Fall Orientation Leader

June 2016 - August 2017

Multicultural and International Club, *Board Member*

January 2016 - August 2017

- Promote awareness, acceptance, and appreciation of diverse cultures

Courses & Certificates:

- Recruit and Maximize Talent covered Talent Management **July 2021**
- Recruit and Maximize Talent covered Talent Management, Compensation & Benefits, HR, Recruiting, Strategic Human Resources Planning, HR Strategy, and Coaching **July 2021**
- Administrative Human Resources by SHRM & The HR Certification Institute (HRCI) **June 2021**
- Excel Data Visualization II: Designing Custom Visualizations **June 2021**
- Excel Data Visualization I: Mastering 20+ Charts and Graphs **June 2021**
- Human Resources: Using Metrics to Drive HR Strategy by SHRM & The HRCI **June 2021**
- Talent Management by Project Management Institute (PMI) via LinkedIn Learning **June 2021**
- Introduction to Human Resources Functions by Doroop **January 2021**
- STC Data Analysis by Doroop **January 2021**
- Professional Development by King's College – Office of Career Planning **March 2016**

Language Skills: Arabic (Native) – English (Fluent)