

SHAWQI AL-HILO

Human Resources Manager

Personal Info

Phone

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E-mail

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Academics

❖ August 2000:
*Washington International
University, Pennsylvania, United
States*

- *Master's degree, B.
Administration / HR.*

❖ May 1980:
*EL-Minia University, EL-Minai,
Egypt,*

- *Bachelor's degree, Major
in English Language.*

Freelancer Translator

✚ *More than 30 years
freelancer translator.*

✚ *First Student University Canter*

✚ *Bin Baz Translation office.*

A resourceful and well-rounded team player who delivers results to enable organizational success. Seeking a senior level HR role that will allow a strategic and versatile HR professional with more than 30 years' experience in Employee Relations, Benefit & Compensation Administration, Staffing, Training and Project Management to provide sound advice and counsel to ensure compliance with company policies and procedures as well as all Saudi labor laws.

EXPERIENCE

January 2012
present

SAUDI SETS ENGINEERING CONSULTING COMP.

Assuming many jobs and doing various takes since the company establishment on 2012 (sorted from the old to the latest) such as :

1. HUMAN Resources

- ⇒ Responsible for all HR functions including: Strategic planning, organizational development, staffing, training, benefits administration, Employee Relations, Management Development, and Performances Management.
- ⇒ Managed HR department supporting salaried for more than 200 employees including payroll, benefits administration.
- ⇒ Successfully coordinates permanent reduction in force .Complied with the Saudi Labor local Laws
- ⇒ Responsible for grievance resolution.
- ⇒ Established complete correspondence system for incoming and outgoing mail system.
- ⇒ Directed the process of recruitment, job description and performance evaluations.
- ⇒ Maintained attendance and disciplinary records.
- ⇒ Employee orientation, development and training.
- ⇒ Maintained on job training to HR staff.
- ⇒ Employee safety, welfare, wellness and health.
- ⇒ Policy development and documentation.

2. TRANSLATOR

- ⇒ Responsible for all materials to be translated
- ⇒ Translating bids, tenders, agreements and other traffic and road related materials as the company has projects awarded from Ministry of transport, Riyadh development commission ,Metro project, Municipality .
- ⇒ Doing all corresponding with foreigner companies.
- ⇒ Translating reports, presentations and other items to be displayed to the clients of the company.

3. ACCOUNTANT

- ⇒ Preparing payroll
- ⇒ Maintaining clients' accounts
- ⇒ Making expenses analysis report
- ⇒ Monitoring company assts.
- ⇒ Controlling staff accounts.
- ⇒ Doing expenses entries.

4. DOCUMENT CONTROLLER (MECCA PROJECT)

- ⇒ I am responsible for the timely, accurate and efficient preparation and management of **documents**. I do control the numbering,

sorting, filing, storing and retrieval of both electronic and hard copy **documents** produced by technical teams, projects or departments.

- ⇒ I ensure the proper **documents** are created and signed, that all data is accurate and that **documents** are stored and backed up and any retention policies are followed.

5. Assist in the creation of other departments

April,2010
Dec.,2011

HR Manager

ABA ALKHAIL FACTORY

(In the city of Buraidah).

- ⇒ Payroll for employees
- ⇒ Recruiting and staffing
- ⇒ Organizational and space planning
- ⇒ Performance management.
- ⇒ Employment and compliance to regulatory concerns.
- ⇒ Employee orientation, development and training.
- ⇒ Policy development and documentation
- ⇒ Employee relations.
- ⇒ Company employee and community communication.
- ⇒ Compensation and benefits administration.
- ⇒ Employee safety ,welfare, wellness and health
- ⇒ Contacted foreign companies for factory production lines innovation.
- ⇒ Established all other related departments.
- ⇒ Gave translation verbal and written between the three factory owners and European and Indian companies.

HR Manager

SAUDI MALCO GROUP COMPANY

(Riyadh, OBAIKAN INDUSTRIAL CITY)

- ⇒ Responsible for direction, coordination, and overall human resources function.
- ⇒ Planed and implemented strategic objectives, including recruitments, for production facility, corporate offices and for sales offices.
- ⇒ Provided on job training, employee relations and communication.
- ⇒ Ensured compliance with Saudi Labor laws and local government regulations.
- ⇒ Provided support to all foreign technicians from various European counties who were installing production lines for the Factory (all bread and packed sweet products).
- ⇒ Processed more than 1500 employment visas and conducting agreements with different recruiters for recruiting candidates from (Lebanon, Jordan, India, Pakistan etc.)

June 2007
Nov. 2009

Personnel. Manager

ASAS UNIVERSAL CO. LTD

Oct. 1998

July 2007

- Over all supervision of administration for all projects in the kingdom of Saudi Arabia.
- Recruited qualified staff of the company projects.
- Dealt with international recruiting Agencies inclusive USA, Europe. Far East and middle east..
- Set forth both Employment Agreements and Job offers.
- Lead interviewing, selection and hiring process And negotiate employment, compensation and benefits.
- Lead Salary scale preparation in the light of awarded contracts.
- Playing major role in the arrangements of Training sessions & development of staff carrier & conduct.
- Developed company rules & regulations, job description, job analysis.
- Creating and managing computer system data base relevant to Human Recourses & personnel & submitting the required reports to the Top Management.
- Staff relation management & dealing with various nationals including Americans & Europeans.
- Maintained and monitored leave records of over 1000 employees via specialized computer program Arranged medical insurance for employees. Submitting fortnightly and monthly manpower reports for the company projects to the top management and clients
- Supervised monthly Gosi. Contribution and checked employees ' final settlements, leave dues & monthly GOSI contribution.
- Provide translation of all sorts of documents pertaining to either the department or to company.

May 1992
Oct. 1998.

Personnel & Public Relation Manager

AL-MARZAB AN COMPANY

(ARMED FORCES OFFICERS CLUB)

- Made policies, procedures & job description for the club.
- Implemented conduct & performance club valid policies
- Co-ordinated between the club & company in respect of hiring qualified personnel
- Supervised staff accommodation & transportation.
- Supervised all drivers and monitored club working 20 vehicles.
- Responsible for direction, coordination, and overall human resources function.
- Managing public relation in the club & in charge of services facilities such as barbershops, library & membership sections.

May 1985
April 1992

Personnel. Manager

*Jash Technical Company- Arabia
(Armed forces officers Club)*

- Responsible for direction, coordination, and overall human resources function.
- Provided on job training, employee relations and communication.
- Ensured compliance with Saudi Labor laws and local government regulations.
- Provided support to all departments.

April 1983
April 1985.

Personnel. Manager

*SAUDI MAINTENANCE CO. (SYANCO)
Saudi Arabia*

- Responsible for direction, coordination, and overall human resources function.
- Responsible for grievance resolution.
- Processed all newly hired personnel and all change of status data.
- Directed the maintenance of all personnel records for departments.
- Monitored worker's compensation claims.
- Maintained attendance and disciplinary records.

January 1981
January 1983

ENGLISH TEACHER

HOTEL TRAINING COLLEGE, Jordan

- Teaching English Language.
- Prepared education materials.
- Represented the college in English Teaching Conferences.
- Utilizing language Laboratory in teaching process.
- Delivered English lessons for Hotel College both male and female students.

Sept. 1980
July 1982.

Night Auditor

SHERATON HOTEL
(AMMAN Jordan.)

- Clearing customers while checking- out.
- Auditing hotel's outlets cashiers revenue statements such as restaurants & nightclubs.
- Prepared daily income statements and clearing 250 NCR machines.

Languages

Fluent

English :

Reading, writing & Speaking

Key skills

Project Management

Team Management
Budget Management

Computer skills

Microsoft Office (Word, Excel, PowerPoint)
HR Salary System