

Khaled Sharif Abu Fara

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Al Khobar - Saudi Arabia**

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SUMMARY

- . Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits & compensation, HR records management, HR policies development and legal compliance**
- . Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports**
- . Human Resource executive who works with other executives to translate business strategies into HR actions that drive business results, management professional skilled in negotiating and administering labor agreements and arbitrating grievances.**

HR & Administrator SKILLS

- HR department startup**
- Staffing and recruiting professional**
- Interviewing expertise**
- Hiring and retention.**
- Compensation/Payroll**
- Payroll expertise**
- Compensation administration**
- Employee relations.**
- Recruitment**
- Regulatory compliance**
- Affirmative Action**
- Labor agreements**
- New hire orientation**
- Exceptional interpersonal skills**
- Performance management strategies**
- HR programs / Project management**
- Performance & Training management**
- Manage employee promotion and salary increase**
- Determining the annual requirement of staff**
- Manage everything related to human resources in Saudi Arabia**
- Preparing monthly and annual reports**

Maintenance:

Receive maintenance requests
Communication with contractors
Compare quotes
Follow up the maintenance work

Health insurance :

Communication with health insurance companies
Request for quotations
Compare quotes
Price negotiation

Flight and hotel reservations:

Communication with airlines - or online reservation
Request for quotations
Compare quotes
Price negotiation

Communication:

Sectional communication
Offer solutions
Solving problems and belongings finishing the work

Civil Defense licenses:

Issuing a civil defense license
Communication with safety companies
Communicate with safety engineering plans companies
Submission of applications
Implement safety requirements
Follow up the implementation of the conditions
Get the license

Vehicle insurance:

Communication with vehicle insurance companies
Request for quotations
Compare quotes
Price negotiation

Coordination between departments:

Receive the administrative work
Sectional coordination
Business follow up
Problem Solving
Finish the works

Recruitment:

- 1) Preparation : Job description, advertisement
- 2) Receiving requests.
- 3) Choice Stage: Eliminate unqualified applicants.
- 4) Selection phase: classification and ranking of candidates.
- 5) Selection phase: interviews.
- 6) Choice Stage: Work Simulation Exercise.
- 7) Show and tie loose ends.

Key Accountabilities:

- Solving HR dept. daily issues – disciplinary actions, work attitude ...etc.
- Motivate staff to achieve Team & individual target.
- Support & Manage HR Dept. during Dept. manager absence.
- Follow up job applications, Terms and conditions, Employment requirements.
- Organize and facilitate Management meetings.
- Provide the management - Department Monthly performance report.
- HR team weekly achieving reports.
- Monitor Costs and make sure it's within the budget.
- Problem solving, analyzing ...)
- Maintain and improve quality standards and guidelines and recommending procedures improvement.
- Annual reports to senior level of management.
- Assist in human resources planning.
- Review Employees contracts and make sure they matching labor office rules and regulations.
- Staff performance reports to the Director General.
- Department Manager Correspondence – externally & internally.
- Prompt action on employees' suggestions and complains.
- Assist senior management in Goals development.
- Communication with companies, contractors and maintenance.
- Negotiate purchase pricing.
- Aware of the terms of civil defense and the police for the issuance and renewal of licenses.
- Good Communication.

WORK HISTORY

- Halley International Schools (Abdullah Abdul Rahman Abunohaya Sons Group Co. Ltd.)
HR & Administrative Assistant
March 2017 till now
- Saad Specialist Hospital
HR & Administrative Assistant
February 2012 till February 2017
- Saad Specialist Hospital
HR Supervisor
November 1999 till February 2012

EDUCATION

- Bachelor of Business Administration - King Faisal University - graduated 2017.
- Programming diploma from Jordan – Arab College - graduated 1995.
- Course in accounting.
- Computer Courses – Word, Excel, PowerPoint ...

SPECIAL SKILLS

- Employee of the year Award – 2006.
- The ability to complete tasks
- Computer Skills
- Negotiation
- Administrative Skills
- Adaptation
- Teamwork
- Communication
- Control feelings
- Ambition
- Listen
- Coaching and training
- Patience
- Perseverance and persistence
- work under pressure
- time management
- Flexibility
- Supervision
- I worked on the Oracle (HR) program - user
- Self-motivation.
- Creativity.
- Leadership personality.
- Problem solving.
- Work within a team.
- I worked in Multinational Company
- I love learning and developing myself

COURSES & CERTIFICATE

- Human Resources (HR) Strategy Development - Course
- Human Resources (HR) as a Business Partner – Course
- Introduction to Hiring and Recruiting Strategy – Course
- Labor culture according to the Saudi labor system – Course
- Exploring Entrepreneurship – Course
- E-marketing – Course
- E-commerce – Course
- Infection Control (COVID-19) - Saudi Red Crescent Authority
- Let's Break the Chain of COVID-19 Infection - Mohammed Bin Rashid University
- Communication Methods in the Workplace – Course
- Introduction to Human Resources Functions – Course
- Social Engineering “Hacking your mind” - Telecommunications Regulatory Authority (TRA) – Course
- Effective Communication – Google
- Internet of Things and applications - Telecommunications Regulatory Authority (TRA) – Course
- Quality Document Controller – Course
- Delegating, administrative, and mentoring skills – Course
- Women's rights – Course
- Internet of Things – Course
- Respiratory occupational health and safety – Course
- Managing changes – Course
- Communication Skills Personality and Behavior in Business – Course
- Service Management in Digital – Course
- The culture of service excellence – Course
- Problems solving and decisions making – certificate
- Emotional intelligence – Course
- The role of the ISO 9001 Quality Management System in improving the facilities performance – Certificate
- Crisis Management – Certificate
- Customer Service and Branding – Course
- Microsoft Office 365 – Certificate
- Identification of training needs – Certificate

- Recruitment And Selection – Certificate
- Legal aspects of human resources
- Reports preparation
- Complete Business Education
- Anti-money laundering
- Detection methods of counterfeiting and forgery
- Human Resource Planning
- Skills of dealing with subordinates
- Administrative coordination
- Leadership & Management
- Creativity & Innovation
- Re-inventing post-corona institutions
- Chinese government management - a model of comparison and comparison
- Time management
- Human Section 1 - Application of the main principles (DisasterReady.org)
- Procurement - Procurement Planning - Storage - Fleet Management - Asset Management - Use of appropriate storage operations and procedures (DisasterReady.org)
- Executive Secretarial Series - Grow Your Skills
- Executive Assistant series - Practice MS - office Skills
- Executive Assistant series "Communicate Effectively" – Course
- The Fundamentals of Event Management
- Quality and Safety Basics for Recreational Events

GENERAL INFORMATION

- Speak, read and write Arabic Mother Tongue, English very good.
- Married having 3 kids. (I live alone in AlKhobar - KSA)
- Date Of Birth: October 10th 1973