Muhammad Shakeel

Talent Acquisition Specialist

CONTACT DETAIL

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Current Address:

Al Khalij Dammam Saudi Arabia

TECHNICAL SKILLS:

- **ERP**
- **HRIS**
- **ATS**
- **SAP B-I**
- **MS Visio**
- **MS Word**
- **MS Excel**
- **MS PowerPoints**

LANGUAGES:

- **English** (Advanced)
- **Urdu** (Advanced)
- **Arabic** (Basic)

Summary

Talent Acquisition Consultant/Specialist with 8 years of experience managing Recruitment & Selection, compensation and structure development, performance management, succession planning, HR Policies and procedures and HR Operations. Reliable, Knowledgeable and highly organized team player with excellent communication skills, team building and relationship management. Highly proficient with HRIS Software as well as ATS.

Work Experience:

Recruitment Specialist	**2015– Dec 2021**
Khusheim Holding Company	

Khusheim Holding is a Group of Six different companies which are performing Key roles in different sectors such as Oil & Gas, Retail, Trading, Manufacturing, Industrial Services, IT & Media Broadcasting Ecommerce and FMCG

Job Descriptions:

- Responsible for all Recruitment cycle for all kinds of blue collar and white Collar jobs for Saudi/Non Saudi, Local, Overseas and Global Recruitment (UAE, Egypt, Pakistan, Philippine, India, Bangladesh etc)
- Headhunting for Key positions
- Job Posting on different paid, Non Paid and social Media Channels (Bayt, Naukrigulf, monstergulf, indeed, LinkedIn, Facebook etc)
- Prepare the Job Descriptions as per the job requirements
- Shortlisted suitable candidates as per the requirement conduct the screening Interview and make a summary sheet for screening interview
- Arrange final interview with head of department or Management
- Take the pre assessment test if necessary
- Negotiate the Salary package as per the approved budget
- Make job offer letter and contract letter for selected candidates
- Send apologies email to rejected candidates
- Building Good Relationship with Hiring Mangers
- Completed joining formalities on joining date, issue employee ID and email ID
- Responsible for Probation Evaluation and Annual Performance Evaluation
- Prepare monthly, Quarterly and Annually HR and Recruitment Department report for Management
- Prepare the quarterly and annually Saudization report for maintaining the percentage of Saudi Employees as per Saudi Labor Law
- Prepare Pay Structure/Salary Grades for different positions

- Annually conduct market base Salary survey report
- Prepare HR Policies & Procedures and recommending the required changes in existing policies
- Responsible for on job boarding process for newly hired candidates
- Prepare the E-wakala for new visa issuing the agencies for visa stamping from India, Pakistan, Philippine and Egypt.
- Arrange the orientation and induction for newly hired employees
- Annually Participate in the External API Audit
- Prepare HR Documents for External API Audit

Achievements:

- Prepare the Recruitment and Selection Policy, Flow chart, and Requisition Form
- Prepare job offer letter, Employment Contract letter
- Prepare the Employee Separation Policy and design the employee Exit interview form
- Prepare interview Evaluation and Probation Evaluation Forms
- Prepare the Performance Management Policy and Procedures design the Performance Evaluation Form
- Prepare internal employee transfer form and salary increment and promotion Forms and work admission or joining form
- Design the English Assessment, IQ level tests and different technical job based Testes

HR Consultant	Jun2015 – Oct 2015
Alshammari Alshoumar Engineering Consultancy Company	

- Head of Recruitment and HR Operations
- Responsible for Recruitment and Selection for all company
- Coordinate with GRO for Visa processing, Sponsorship transfer and other Government related issues
- Prepare organization Structure
- Prepare HR Policies and Procedures
- Prepare Pay Structure/Salary Grades for different positions

Achievements:

- Prepare organization Structure and salary scales, design job offer and contract Letter, Design self KPI Form and Job Description Form

- Design the different Official Forms (New Employee Form, Experience   Certificate, Leave Application & Appraisal Forms)

HR Executive	May 2013 – Jan 2015
Z&J Hygienic Products Ltd Company (Master Group of Industry)	

- Responsible for Recruitment and Selection for all company Technical and non-Technical positions
- Advertise the position through different paid and non-paid channels, social media and newspaper ads
- Prepare the job descriptions as per the requirement after consultation with head of department
- Shortlist suitable candidates and conduct screening interview and send screening interview summary sheet to the head of department
- Arrange final face to face interview with Head of Department
- Negotiate the salary package for selected candidates and send apologies email to rejected candidates
- Prepare job offer and contract letter for the selected candidates
- Responsible for onboarding for newly selected employee
- Arrange all entitlements as per the position requirements
- Provide orientation to the employee on his day 1st on duty
- Prepare employee ID and send request to IT department for Email ID and other entitlements
- Maintain the employee files
- Responsible for Annually performance Evaluation
- Prepare annually increment proposal
- Issuing termination and show cause notices
- Conduct the final exit interview and handling final clearance

EDUCATION:

National University of Modern Languages Islamabad

Master of Business Administration (MBA) - HRM   2010 - 2013

University of Punjab Gujranwala

BSc – Bachelor of Computer Science   2006 -2009