

Ahmed SirajEttarji

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Marital Status: Single, Birthdate: 24/08/1989.

Objective

To obtain a job that allows me to implement the Human Resources strategies for reaching a healthy environment at workplaces, the importance of investing in the human resources and the entire knowledge that I learned during my educational & throughout my professional journeys.

Internship

2008 - 2012

- Developed a comprehensive understanding of the work environment requirements and its standards to enter to the practical life in early stage, by working and trained in a number of companies and working in special seasons. For example, working at AL-bank Al-Ahli (NCB) twice as a Human Resources Officer and as a Customer Service, during my undergraduate study period. Moreover, several other part time jobs during the same period, which leads me to achieve the chance form the Saudi Government to study in the U.S. for a Master's degree
- Learned and encompassed the methods of taking the responsibility, the value of time during official work hours and the lectures of the university.

Education

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| □ Master's degree in Organizational Communication | 2014-2016 |
| Murray State University, USA | |
| □ Intensive English program and courses | 2012 - 2014 |
| ECLA - Los Angeles, USA | |
| □ Bachelor degree in Human Resources Management | 2008 –2012 |
| King Abdul-Aziz University, Jeddah | |

□ ***Professional Development courses***

The following six courses were given by the NCB at 2008:

- Self Management
- Presentation Skills
- Problem Solving and Decision Making strategies.
- Team Building
- How to Start Your Own Project
- Communication skills

Other beneficial professional courses were taken, which are:

- (ICDL) certificate from Al Faisal University at 2010
- Professional Qualification of Human Resources from King Abdul-Aziz University at 2010-
- Course in 2017 التحقيق الاداري في المخالفات العمالية
- Course in الجوانب القانونية لادارة الموارد البشرية و نظام العمل السعودي at 2017
- Course in GOSI system & GOSI regulations, which was given by the GOSI Administration at 2018.
- In depth, a professional course in the MOL law, which was led by a well-known lawyer.
- Another Course on GOSI system and regulations updates which was also given by GOSI administration on 2019.

Skills & Abilities

- Willingness to work more than working hours
- Time commitment
- Time management
- The ability to work in groups
- Ability to look beyond the stated regulations to find the best possible results
- Ability to work under stress
- Willingness to travel
- Fluent in English and Arabic

Experiences

[Human Resources Senior Officer] – [Motabaqah International Holding]

JUL 2017– NOV2017

[Human Resources Senior Officer] - { Wilhelmsen Company }

NOV2017 -June 2019

Key Responsibilities:

- Develop and execute recruiting plans as a recruitment manager.
- In charge of Implementation of the Labor & MOL law, the company compliance in line with government regulations, and responsible of the MOL services & its portal.
- Responsible of the WPS system (wage protection system), GOSI system, HRDF and Muqem portal.
- The responsibilities include employee's commitment, official letters, Training & Development of employees, Performance appraisal, Payroll and the employee's files & contracts.
- Moreover, beside the mentioned tasks, supervising and supporting my subordinates on other tasks. For instance, managing the employees leave, health insurance, company general insurance, attendance, coordinating for the company guests in order to have the best hospitality including booking hotels, flight tickets, arranging the transportation and also the official invitation letters from the foreign ministry.
- Coordinate and implement some beneficial Human Resources initiatives .
- Involved in the provision of compensation and benefits, the enforcement disciplinary procedures and conflict resolution, while ensuring that the company continues to meet its business and organizational objectives.

3. [Human Resources Manager] — {The Bin Zager holding Company} JUNE 2019 – Present

Key responsibilities:

➤ ***My HR knowledge stretches both broad and deep across several areas, which includes:***

- The local labor law.
- Stay up-to-date regarding the labor law updates & ensure the implantation of the labor law is on the right track accurately and make sure the cooperation with HRDF is in the highest levels.
- HR Operations Management, Strategic Planning, Training & Leadership Development
- Recruiting & Staffing, Policy & Procedure Development, Succession Planning

- Apply & Support for the organization development plans along with the implementation of the effective communication of HR policies, processes, governmental regulations and its crucial implementation steps.
- Design new strategy of sourcing and recruiting tools and the procedures of Monitoring the recruiting measurements tools (e.g. time-to-hire and cost-per-hire). In addition to that, supporting the recruitment officers on some of the interview techniques, for instance the body language tactic.
- **HR Support & Administration:** Provide & clarify the whole scope of the HR functions from an HR prospective and illustrate its official and legal regulations to the Heads of Departments.
- Supervising the payroll to ensure it is correct and accurate. for example, the salary adjustments, bank account updates, newcomers, resignations, terminations, etc.) in coordination with the finance department.
- HR database management.
- Responsible for overseeing and improving processes for the HR department. For example, on-boarding procedures, off-boarding procedures and exit interviews legally and smoothly.
- ❖ In addition to the mentioned above responsibilities, I also act as a consultant to the owners directly and to the senior business leaders, providing guidance and advice across the different areas of the organization and the local law.

Researchs

- Researched several areas and topics throughout Master's Degree program, for instance:
 - Capitalism vs Islamic Capitalism
 - Supervisor and Subordinate Relationships
 - The connection between productivity and relationships at workplaces

References

Mr. Charl Ackerman (General
Manager of Wilhelmsen Company)
Mobile:0504411325

Mr. Paul Sutcliff (The VP of The Bin
Zager holding Company)
Mobile: 05412262

