

SALEM AL ESSA HUMAN RESOURCES MANAGER

Personal, Educational and Language Details:

Saudi Business Management professional with a Higher Certificate Diploma in Business Management from Northern Arizona University in 2011. More than 7 years professional experience in Human Resources management. Mother tongue is Arabic and fluent in written and spoken English.

Key Skills:

Human Resources planning, management and administration of the company systems and procedures together with talent acquisition, recruitment and training. Excellent practical knowledge of the government recruitment and employment policies and procedures including the on-line websites. Good and proven human resources management and research skills.

Experience:

2012-present: Fahd Alireza Engineering Consultants, Saudi Arabia – Human Resources Deputy Manager:

Principle responsibilities include: receiving, reviewing and coordinating technical teams staffing requirements and organising appropriate recruitment processes; coordinate and cooperate with the technical teams to conduct the training need assessments and training development plans; organize meetings as necessary to ensure that all the grievances and disputes from personnel are dealt with and resolved effectively; monitor and guide technical teams to ensure timely attendance of personnel, deal with any disciplinary and leave issues; preparing reports on employee turnover and attendance issues and provide recommendations to overcome these challenges.

In addition, organize and undertake meetings with Technical Team Leaders to understand the manpower requirements for specific teams and projects and create yearly manpower plan, training and implementation process; cross checking data for reports on leave and attendance for finalization of incentives, salary and other payments; collaborate and provide assistance in implementing the plans, policies and programs for personnel health, safety, welfare and benefits; provides action on issues related to personnel welfare and benefits; organise and monitor the issuance of personnel gate pass, leave application, joining request, medical etc; staff recruitment and selection, review and implement best practice to meet the immediate and future staffing requirements; develop and promote good employee relations practices to support the HR function to continue the development and open communication processes with personnel.; handling and issuance of visas (business, visit and residency), visas tasks related to government issues and ensure required number of visas is available to serve the technical teams.

Also responsible for managing all human resources services to ensure that such services are provided in a timely and systematic manner; monitor company policy, procedures, work schedules and ensure all are applicable and comply with the labour law; prepare final documentary settlements of leaving personnel to ensure that they are paid in a timely manner; monitor and maintain a fully operational and effective filing system to allow easy retrieval of personnel records; maintain the information sheets of all employees for the Governmental Organization Social Insurance (GOSI); assist the Government Relations Officer with exit/re-entry visas, final exit visas, passport renewals, Iqama renewals, and other similar requirements of all employees; process claims of employees for medical, tuition fees, and all other approved claims.

Strong communication skills – both verbal and written and able to explain complex concepts and information clearly and concisely.

2011-2012: Prince Sultan Bin Abdulaziz Sci Tech, Saudi Arabia – Administration Assistant:

Responsible for general administration matters in the company as required and directed by managers and superiors.