




## Yazeed Abdulaziz Abuhaimid


HR Representative - Aramco Trading Company

abuhaimid@yahoo.com 

+955 505 902345 

Jubail Ind. City, Saudi Arabia 

sa.linkedin.com/in/abuhaimid 

DOB: SEP 14 - 1987 Married 

### Objective

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Eager to work with, and be part of, reputable firm in challenging position, offering me the opportunity to utilize and build on my knowledge and experience in diverse professional fields, and steering me to leading spot in the company to expand and enhance the output and performance.

### Education

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**University of Kansas**, *One of the leading Universities in Midwest of United States*. Lawrence, KS. USA

May, 2012

❖ **Bachelor of Science (BS), Economics.**

### **Chartered Institute of Personnel and Development (CIPD)**

Khobar, Saudi Arabia

February – May 2017

❖ **Human Resource Practice Diploma**

### Work and Experience

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### **Aramco Trading Company (ATC)**

Dhahran, Saudi Arabia

April 2017 - present

❖ **HR Representative, Talent Management**

- Responsible for identifying and ensuring the effective delivery of all employees training and development needs through different implementation programs to have a realistic plan by overseeing appropriate training.
- Led the development of training of management, high potential employees, internship and new hire orientation training programs.
- Identifying best practice assessments (Korn Ferry Hay Group) to our High Potential employees.

- Facilitated the mid mid-year and annual performance appraisal process, including coaching and goal setting to supervisors for many leaders.
- Monitor and review an employee's work objectives and overall contribution to the organization by processing the Performance Management Program (PMP).
- Working closely with Organizational Consultant Division to implement appropriate job description and job codes which required by the organization.
- Processing different SAP reports to finalize the Promotion cycle.
- Updating employees' profile and assignments through different SAP transactions.
- Assisting in creating and deploying strategies of workforce to ensure it has the talent to meet current and future business needs.

## **ABB Group**

Khobar, Saudi Arabia

January 2015 – March 2017

### ❖ **HR Business Support Officer**

- Recruiting the key talents and update the business unites managers with the hiring plan and manpower development with mobilization needed.
- Ensuring the right process of the Performance Development Appraisal (PDA) to identify and prepare development plans for successors.
- Implementing Training needs analysis (TNA) to identify gaps and implement changes necessary
- Arrange for a business orientation and conduct HR presentations
- Support the delivery of HR process including the on-boarding requests
- Maintain and design organization charts as the performance of the business unit improves
- Implementing and improve staffing and boarding process during commissioning and executing stages at Sadara project
- KFUPM career day 3-7 May 2015

## **Petrochemical Conversion Company (PCC) Chevron Phillips Chemical JV**

Jubail Ind. City, Saudi Arabia

June 2013 – December 2014

### ❖ **HR Training Coordinator/Employees Relations Assistant** (part time) – in a Startup phase

- Worked on Training Needs Analysis (TNA) to identify job requirements, employees' competencies and gaps and Set the yearly Planning Calendar.
- Tracking & Monitoring the Implementation of the Technical Career Path Planning.
- Worked with Human Resources Development Fund (HRDF) to recover the company financial support.

- Represented the company in the "Training committee meetings" at Higher Institute for Plastic Fabrication (HIPF), Riyadh, Saudi Arabia.
- Coordinate with the functional Managers for the implementation of the planned training courses for the leaders.
- Actively participated in the development and deployment of the Company internet and website.
- Saudi Local Campaign recruitment
- Develop work Process flowchart

#### **Achievements:**

- Have motivated the company trainees at the "Higher Institute for Plastic Fabrication" (HIPF) and established follow-up and tracking procedure, thus, achieved a good success record in graduating students and, subsequently, joined the operation.
- Worked aggressively with Human Resources Development Fund (HRDF) to recognize and affirm the company's legibility to receive support and established continuance collection.
- Have initiated and developed HR procedures and interacted with managements to envisage med-term development plan.

### **Saleh & Abdulaziz Abahsain Co. Ltd.**

Khobar, Saudi Arabia

Jan. 2013 – June 2013

#### **❖ Sales executive and marketing assistance**

### **Volunteering**

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#### **Lawrence Arts Center**

Lawrence, KS. USA

June 2012 – Aug 2012

#### **❖ Assisted marketing and publishing.**

#### **University of Kansas**

Lawrence, KS. USA

#### **❖ Active involvement and assistance**

- Global Awareness Program at KU (GAP).  
University of Kansas initiative that recognizes undergraduates' international experiences. Students receive certification for gained experiences.  
Lawrence, KS Jan, 2012 – May, 2012
- Information System Association at University of Kansas (ISAK).

One of University of Kansas clubs that I have participated and provided services in computer skills, including computer graphic design.

- Saudi Student Association at the University of Kansas.

### Training Courses, Key Skills and Interests

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- Certified SHL Personality & Ability Assessment - Occupational Personality Questionnaire (OPQ) (NOV 2018)
- Korn Ferry Leadership Architect Certificate (KFLA) (OCT 18)
- Labor Education according to Saudi Labor Law by Doroob & HRDF (APR 20)
- Motivating Employees – The Leadership Center (OCT 2018)
- HR Summit and Expo Continuing Professional Development (CPD)(NOV17)
- Seven Habits of Highly Effective People
- The Behavioral Interviewing Skills– Certificate (APR 15)
- Leadership Challenge Program – ABB internal training course (FEB 15)
- Enterprise Resource Planning Training: Microsoft Dynamics AX (JAN 14)
- Training Needs Analysis & Training Evaluation (TNA)(OCT 13)
- Integrity at ABB – An ABB Code of Conduct e-learning
- Global Anti-Bribery: Don't Look the Other Way e-learning
- Ergonomics Office - PCC internal course (SEP 13)
- Excellent in Microsoft Office Applications.
- Experienced in Computer Graphic Design.
- Knowledge in Photography.
- SAP oriented.