Salman A. Alzahrani

Saudi National
Riyadh
+966596202404
Kza707@gmail.com
Date of birth: 14th March 1992

Career Achievement statement

A creative Training Specialist with more than two strong years' experience in Learning & development at Almarai Head office with more than 140 Courses (soft Skills & Technical) conducted and more than 2500 trained employees. After switching my career path to ARASCO Company, working in both training activities and performance management for all the company within Talent management team. Seeking to achieve a new target in 2018 by implementing blended learning solutions. For Elm , a lot of achievement could be seen in page three.

250+ Courses conducted   **3000+ Staff Trained**

Work history

- **June 2015 – Sep 2017, Training specialist,** Learning & Development, **Almarai** Head Office
- **October 2017 – Aug 2018, HRD specialist,** Talent management, **ARASCO** Head office.
- **Sep 2018 – Present , Performance & Talent management Officer,** Elm Head Quarter

❖ Learning & Development - Almarai:

- Identify training and development needs within Almarai Corporate & IPNC divisions through the completion of a training assessment needs (TNA/ITP) to ensure person-specific training needs are identified, and Plan the annual training budget accordingly .
- Monitor training delivery & calendar for all external and internal training to ensure planned training programs are executed with structured and effective manner.
- Supporting to ensure proper induction of new employees (Manager / Employee grades) to increase the awareness of   company culture, policies and procedures.
- Supporting to Ensure adequate and Effective Graduate professionals (GPs) are in place with a view to objectively measure their performance.
- Facilitate & coordinate the job specific training (technical Training) programs and manage the service agreement and ensure the required approvals obtained.
- Maintain documented records for all training department related services such as, TNAs summary, Training Feedback summary, Training attendance, etc. in order to provide relevant statistical information to DHRM & concerned parties.
- Considering the costs of planned programs and ensuring that actual training conducted not exciding given budgets.
- Providing Monthly, quarterly and annually training report to the DHRM.
- Helping line managers and trainers to solve specific training problems, either on a one-to-one basis or in groups and managing training department team.
- Implementing and Maintaining training and development "Best Practice" - Keeping up to date with developments in training & learning methods.

- Assisting in developing training packages and conduct training for IT system, other projects to ensure the use of the new systems and working procedures by staff.
- Plan, coordinate and conduct in-house program on behavioral topics.
- Ensuring proper methods are used to upkeep the training resources such as training hall, training equipment's, course master copies, training assets in good working condition, by systematic supervision and maintenance.
- Coordinate the external training nomination with the training agents, consultants by adopting a systematic method
- Taking initiative to design training modules on certain need based topics and delivering effectively by adopting the best training methodologies.

❖ Almarai Future Leader Project - **Almarai:**

- Responsible to monitor training delivery (two years period)
- Responsible to manage the performance appraisal for the future leaders.
- Responsible to Maintain the on the job development for all the corporate AFLs.
- Responsible to Identify and solve the issues and concerns that raised by the future leaders.
- Responsible for the Quarterly assessment and on the job performance review.
- Review, guide and challenge LMs to deliver a beneficial rotation plans for all AFLs that will result in developing an overall holistic view of the business.
- Responsible to ensure that communications, objectives, on-the-job-Line-Manager (OJL) are shared with all concerned parties.
- Responsible to ensure that all rotations are monitored and actions are planned to avoid sudden rotations or actions that could impact the AFL or the rotations' objectives.
- Responsible to motivate guide, and support AFLs to fulfil their Divisions' & rotations' objectives.
- Responsible to ensure smooth AFL operations, such as, mentoring sessions' arrangements, training invitations, and GMs presentations meetings.

❖ Talent Management – **ARASCO:**

- Monitor and ensure smooth functioning of the performance appraisal process
- Ensure smooth functioning of complaint resolution system for employees
- Designs and offers experienced insight on the Competencies Dictionary, Competency Proficiency Levels, Competencies Framework and Success Profiles for all positions and link them with the job descriptions database.
- Identifies issues related to the Competency Framework and finds solutions.
- Designs and oversees the maintenance of all the Career Paths for ARASCO as part of the Career Path Planning system.
- Identifies key positions and key successors as part of the Succession Planning system and guides the Executives – HRD in preparing key successors for succession.
- Reviews and analyses the performance appraisal results to come up with the training needs assessment (TNA) on an annual basis.
- Reviews and finalizes the annual training plan proposal.
- Identifies suitable training providers based on the annual training plan and manages the relationship with them.
- Manages the communication and registration for training.
- Conducts the training provider performance evaluation by gathering feedback from all concerned parties.
- Compares on an annual basis the performance of employees pre-training and post-training.

- Ensures that training's logistics (venue, catering, etc.) are as per standards and requirements.

❖ **Performance & Talent management – Elm:**

- Monitor and ensure smooth functioning of the end of year performance appraisals cycle via Success factor.
- Ensure smooth functioning of Grievance resolution system for employees.
- Managing Talent summit end of each year as members and facilitator.
- Manage the objectives setting via Success factor and ensure an aligned cascading
- Success factor internal Training for new joiners

2018 Projects

➢ **Elm new performance management framework (Sep 2018 – Nov 2018) (Design phase)**

- Conducting a research on the current status of performance management practices in Elm (consulting company)
- Announcing the new PM framework by CEO office.
- 15+ session in how to set an Smart objectives for all Managers in Elm
- 10+ session on how to give a constructive feedback for employees
- Success factor internal Training for new joiners
- End of year survey .

➢ **Elm SMART Objective library project (Oct 2018 – Nov 2018)**

- I lead the project of developing an objectives library (+ 800 SMART objectives) for Elm.
- It will be used in 2019 setting objectives cycle

➢ **Elm Feedback App project (Oct 2018 – Feb 2019)**

- A built in mobile App helps in giving feedback to others.

2019 Projects

➢ **Elm performance management framework (Jan 2019 – Dec 2019) (Implementation phase)**

- 17 session in how to set an Smart objectives for all Managers in Elm
- 11 session on how to give a constructive feedback for employees
- Manage the Quarterly one to one feedback session
- Feedback App management and data analysis quarterly basis.

➢ **Elm KPIs library project (Jan 2019 – April 2019)**

❖ Education and training

- **Bachelor degree,** King Saud University, 2015, Human Resource Management graduated with GPA of 4.20 out of 5.

- Strategic Thinking & Planning Workshop, MERIC, 2017 April 4th.

- **NCS First Aid,** National Safety Council United States, 2016.

- **NSC CPR,** National Safety Council United States, 2016.

- **Decisions making and problem solving course,** Deanship of skills development King Saud University, 2014, 10Hrs.

- **Intensive English course,** Direct English institute –Riyadh, 2008, three levels, Five months, graduated with score of 87out of 100.

- **CIPD Level 5 ,** Certificates in Learning & Development, 2018-2019

- Tablue Software Training , 2018 October.

- Internal Excel training (4 days) 2018 December.

❖ Skills

- Native Arabic speaker and fluent in English (verbal & Written)
- High Computer literacy and Internet usage (Microsoft Office).
- Excellent team working skills.
- Influencing, negotiation, and interpersonal skills.
- Attention to details
- Results oriented.
- Ability to accurately analyze and interpret data.
- Focused approach to achieving business objectives.
- Initiative in providing solutions and alternatives as well as development.
- Mentoring and couching skills.

*References available upon request