

Mohammed Salman Alsayyah

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With a proven track record spanning over 15 years, I have gained valuable experience in various industries such as Telecommunications, Oil and Gas, Construction, Maintenance, Transportation, Insurance, Education, and Consulting. I am passionate about innovation and driving business growth. I have a deep understanding of both the public and private sectors, including the specific rules, regulations, IKTVA Saudization, local content, certifications, and legal processes involved in operating in the Kingdom. I take pride in providing companies with the necessary tools they need to succeed.

My goal is to help my company thrive and contribute to the visionary goals of Saudi Vision 2030.

Eram Group Company

HR Manager

2022– Up to present

Responsibilities:

- Ensure all HR processes are implemented effectively in relation with the Personnel, Payroll, Administration and Government Relations functions.
- Ensure the Payroll Section achieve/deliver monthly task on time and GOSI records meet Government requirement.
- Where applicable, facilitate the successful operation of the Training and Recruitment functions.
- Good working knowledge of Labor Laws
- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department.
- Contributing to the development of HR department goals, objectives, and systems.
- Implementing and revising a company's compensation program.
- Creating and revising job descriptions.
- Conducting annual salary surveys.
- Developing, analyzing, and updating the company's salary budget.
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures.
- Maintaining and revising the company's handbook on policies and procedures.
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

Masah Specialized Const. Co.

Human Resources Project Manager

August 2020 - July 2022

Responsibilities:

- Spearheading the Saudization rollout of a comprehensive upskilling program that enabled 25% of the workforce to gain new skills and take on higher-value roles within the organization.
- Overseeing the successful transition to a hybrid work model, developing policies and procedures that balanced employee needs with business requirements.
- Driving the automation of several HR processes, reducing administrative overhead and freeing up the team to focus on more strategic priorities.
- Implementing innovative talent acquisition strategies that reduced time-to-hire by 30% and increased the quality of new hires. (Coop Students)
- Leading the implementation an emergency phone that improved employee access to HR resources and reduced the administrative burden on the HR team by 18%.
- Overseeing the transition to a cloud-based human capital management system that integrated all HR data and processes, improving reporting and analytics capabilities.
- Developing a robust succession planning framework that identified and prepared high-potential employees for future leadership roles, reducing senior-level turnover by 12%.
- Launching an employee recognition program that boosted morale, increased retention rates by 8%, and led to a 12% improvement in employee Net Promoter Scores.

Gannon University Small Business Development Center

Human Resources Organization Development

2016 – 2017

Responsibilities:

- Case study part of my Master's Program
Develops, plans, implements and administers program specifically for Small Business and bringing this strategy to the KSA with the following goals;
 - Get Familiar with an Organizational Operating System.
 - Create Your Long-Term and Short-Term Change Strategies.
 - Define the Portfolio
 - Grow Your Change Agents
 - Become the Sponsor of Change Initiatives.

ZAIN Company, Saudi Arabia, Dammam

VIP customer advisor

March 2010 – Jun2013

Responsibilities:

- Primary growth engine for the company's VIP customer base through outbound sales and telemarketing to achieve sales set targets and quality that in align with Zain policies and procedures.
- Establish and Develop relationships with the most prestigious clients of the company.
- Provide personalized customer service in a manner that goes beyond what is expected; when required.
- Update and maintain database of all the VIP customers for future references.
- Telemarket new products, exclusives and arrivals based on VIPs interests/trends.
- Identify new business opportunities (VIPs) while managing expenses to achieve desired profitability goals.
- Prepare / submit proper documentation to the accounts for further follow up of delivery, payments.
- Submit ongoing reports of the trends and requirements of different VIP clients.

SALCO Company. Saudi Arabia

Government Relations Representative

March 2007 - Jun2009

Responsibilities:

- Cultivate and nurture positive relationships with government officials and agencies.
- Champion our organization's interests in governmental policies, legislation, and regulations.
- Keep a finger on the pulse of legislative and regulatory changes, assessing their impact on our organization and strategizing accordingly.
- Influence policy and regulatory development to align with our organization's objectives.
- Craft and deliver compelling arguments, briefs, and presentations to government stakeholders.
- Coordinate our involvement in government consultations and hearings.
- Collaborate with internal teams to ensure compliance with relevant laws and regulations.

Background Education

GANNON
UNIVERSITY
MASTERS DEGREE
Master in Public Administration, MPA – HR
2015 To 2017

IVY TECH COMMUNITY COLLEGE
Course in Advanced Performance Level
2014 To 2015

UNIVERSITY OF DAMMAM
BACHELOR DEGREE
Bachelor of Business Administration,
2008 To 2012

Practical Experience:

Member of the teaching staff at Al-Imam

University Member of PMI Project Management

Institute Member of DMI Digital Marketing

Institute Member of Ershad Career Coach

Member of Social Responsibility Activities

Skills:

Think outside the box · Planning and organization · Interpersonal Skills · Work effectively with a team · Supervisory Skills · Gas · Strategic Human Resource Planning · New Business Development Data Analysis · Business Development · Microsoft Office · Strategic Planning · Business Analysis · Global Human Resources Management · Critical Thinking · ability to solve problems · Communication · Team Building · Microsoft Excel · Business Planning · Bid Writing · Problem Solving · consultant · Market Research · Accounting · Sales Strategy · Microsoft Word · Financial Analysis · Commercial Operation

References available