

# Ibrahim Al-Marhaby, PHR<sup>TM</sup>, CIPD L5

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## Objective

A professional recruiter, HR Specialist with strong background in IT, Telecommunication, Banking industries and with a track recording driving human resource initiatives along with associated areas of recruitment, selection, sourcing, interviewing candidates manpower planning seeking a challenging profile with a dynamic organization to utilize accrued HR acumen towards achieving organizational objectives.

## Education

Umm Al-Qura University.

*B.A. English Language (Jan 2016.)*

## Professional Experience

### **Batterjee Medical College.**

*Internal Communications Specialist, Aug 2021 – Aug 2022*

- Create and establish the internal communications strategy and engagement plan in conjunction with the senior management and stakeholders. Ensuring that business goals, initiatives and people news are communicated effectively and in line with Cool In's values.
- Plan, edit and write high quality and creative content for a variety of internal communications mediums, such as a staff intranet, monthly announcements, or regular email bulletin.
- Ensure internal communications messages are consistent across all mediums and for different departments in Cool Inc, also to ensure internal communication messages are consistent with external communication messages
- Build, implement, and manage BMC internal and external employee events
- Assessing company culture, identifying problems in areas such as leadership, teamwork, communication, and recognition, and developing strategies to address these issues
- Drive the development and improvement of employee engagement including surveys, facilitating meetings, data reporting, recommendations, and action implementation
- Contribute to increase employee engagement by analyzing and interpreting data to uncover insights to help understand employee engagement, understand the health of employee culture, and uncover opportunities for improvement of employee experience
- Handle the internal communication response to crisis situations which affect organisational perception and reputation
- Measure the effectiveness of the internal communication strategy and its implementation Develop and design new programming models, activities or systems that increase engagement while using diversity of communication Channels.
- Identify common employee's challenges and proactively opportunities to improve our product and processes.
- Create a user-friendly system to gather feedback and feature requests from the employees across the organization and communicate them effectively to the line manager to build proper action plans.
- Hold and conduct engagement or focus groups workshops to collect employee's feedback and opinions to help in building the action plans and find effective measures to measure success.
- Coordinate and Partner with Marketing & Development teams to implement features that will increase employee's retention and excel in the designer outcomes.

## **Charity Association "Ajlan".**

*Internal Communications Officer, Sep 2019 – Jul 2021.*

- Develop and distribute internal activities (notices, calendar events, etc.)
- Handle the planning and rollout of internal events and employee engagements projects
- Coordinate all employee relations activities
- Maintain a keen understanding of engagement trends affecting employees and make appropriate recommendations regarding communication strategy surrounding them
- Review Organizational Health Index (OHI) and follow up on initiatives to improve engagement and morale levels.
- Manage and maintain the engagements activities.
- Ensure to make use of computer multimedia programs to create, modify, or present any new concept
- Ensure to know how to use Adobe Illustrator and Adobe Photoshop.
- Follow all relevant policies, procedures, and processes in order for the daily work to be carried out in a controlled and consistent manner
- Contribute to the identification of opportunities for continuous improvement of processes, practices, work processes, cost effectiveness, and productivity enhancement
- Promote to other employees within the organization the implementation and adherence to policies, procedures, processes, and instructions
- Contribute to preparing timely and accurate reports that concern the line of work to meet the requirements, objectives, and standards
- Ensure the satisfaction of both internal and external customers by addressing their needs in a courteous and timely manner.

## **Bank Al-Jazira.**

*Talent Acquisition Officer, Aug 2017 – Aug 2019.*

- Sourcing using recruitment email and online job portals like (Bayt, linkedIn. ect...).
- Contact with new applicants and make an Interview.
- Attract qualified applicants.
- Prepare Jobs offers & Contracts, Follow-up the employees Documents like (Certificates,
- Saudi commission for health Specializations, licenses, Job Description).
- Prepare General Orientation.
- Writing monthly recruitment reports.
- GOSI Registration employees & Contract Documentation.
- Prepare jobs ID numbers on OASIS system and Fingerprint Registration.
- Follow -up the polices for HR Dep

## **Skills**

- Problem Solving.
- Communication Proficiency.
- MS Office - expert knowledge of the entire suite.
- Time Management.

## **Certificates**

- 2021-12 CIPD - Level5.
- 2020-05 PHRi™ - Professional in HR – International at Bakkah Inc. **(Under the procedure).**

## **Achievement**

- 2019-05 Excellent Performance during in HR Department at Bank Al-Jazira 2018.

## **Courses**

- 2020-04 Talent Acquisition and Selection at Institute of Public Administration.
- 2019-09 Human Resource Management Level 2 at Alpha Academy.
- 2019-02 TeamDynamics Training Bank Al-Jazira."IMPACT".
- 2018-09 Present Principles of Banking Training Bank Al-Jazira.