

Hamza Sameer Al-Khalili

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Objective: *I am a Qualified Consultant with extensive experience in Talent Management, Training & Development fields. I am seeking a Managerial position in serious and well established firm that values loyalty, accepts diversity, and rewards performance.*

PERSONAL INFORMATION

Marital status : Married
Date of birth : Jan. 3 1984
Place of birth : Jeddah – K.S.A

EDUCATION

- **Swiss Business School**
Switzerland – Zurich / 2016 - **Grade: 3.8 \ 4**
MBA - www.sbs.edu
 - **Ittihad University**
RAK – **U A E** / 2004 – **Grade: 2.9 \ 4**
B.Sc\ Computer Engineering - www.ittihad.ac.ae
 - **High School (Secondary School)**
Riyadh – **K.S.A**
Scientific section \ Excellent –2001
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PROFESSIONAL EXPERIENCE

AL-HAYA MEDICAL CO.
Riyadh-KSA
Training Manager
www.alhaya-medical.com

Sep 2016– Till Date
(Full Time)



Duties & Responsibilities

- *Contribute to the development and implementation of Training Academy department strategy.*
- *Ensure alignment of the Training Department strategy and plans in shaping and implementing the HR & Top Management strategy.*
- *Lead the development and implementation of the Training Department strategy plan, policies, procedures, and processes.*
- *Monitor performance of the Training Operations Department strategy against KPIs and objectives on a regular basis.*
- *Recommend improvements and efficiencies in line with the corporate priorities.*

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- *Develop and monitor the annual Training Department strategy budget in alignment with the overall budget and with the Finance function.*
- *Set-up formal learning delivery in innovative learning formats (blended learning: classroom, eLearning, webinar)*
- *Oversee the delivery of technical, behavioral and leadership training in alignment with the appropriate stakeholders and teams.*
- *Monitor the channels of communication with stations to identify needs, organize practical training.*
- *Ensures Proper Implements of day-to-day operations to in order to meet compliance with the established standards and procedures.*
- *Oversee the implementation of an effective training need analysis (in conjunction with the line managers) and validation process of the company's training requirements to ensure that proposals for optimal cost-effective programs are in place.*
- *Ensures compliance to the training curriculum and content identifying training needs for the employees based on the requirements of their respective functional heads, monitoring and improving customer's satisfactions on trainings.*
- *Monitor the design of training plans to ensure employees acquire the skills, knowledge and abilities needed for effectively carrying out their current or future job roles and ensure compliance to regulatory standards.*
- *Establish and implement a learning evaluation methodology and guidelines to measure the outcome of learning and development activities*
- *Provide professional development support/coaching and perform periodic performance reviews for direct subordinates based on Performance Management System.*
- *Develop and implement workforce plans and succession plans for key positions in the Training Department strategy*
- *Recommend training needs for subordinates and evaluate the outcomes of training courses*

MOBILY
Riyadh-KSA
Snr.Internal Training Manager (Business Unit)
www.mobily.com.sa

Mar 2012 – Sep 2016
(Full Time)



Ministry Of Justice (AL-Khaleej Cont.)
Riyadh-KSA
Senior Trainer (Quality Dep.)
www.moj.gov.sa

Sep 2009 – Mar 2012
(Full Time)



ALSHAYA International Trading Company
(Depenhams – Starbucks....etc)
Riyadh – K.S. A
IT Training Specialist
www.alshaya.com

Mar 2007- Jun 2009
(Full Time)



DANAH Universal Group
(MANGO – ysatis –AdOIFo)
Riyadh – K.S.A
HR Trainer
www.saudidanah.com

Mar 2006- Mar 2007
(Full Time)

MANGO

Professional Technical Training Institute
Al-Siteen Street – Riyadh – K.S.A
ICDL Instructor
www.ptti.com.sa

Feb 2006 – July 2006
(Part Time)



SHOLIN Group
Free zone/ Dubai / United Arab Emirates
Marketing Department: E- Marketing Supervisor
www.sholinblocks.com

Aug 2004 – Jan 2006



ACTIVITIES & CERTIFICATES

- **International Service Check**
Germany *Oct 2010*
[ISC Quality Certification](#)
- **SHELL**
KSA *Mar 2012*
[Establishing & Managing your Successful Own Business](#)
- **DEI-Sales**
USA *June 2012*
[Train The Trainers](#)
- **Telecoms Academy**
UK *Jan 2013*
[Data Concept](#)
- **Global Knowledge**
KSA *Dec 2014*
[Network + \ Security + \ Cloud Essential](#)
- **CNet**
UK *Jan 2015*
[CDCD \(Certified Data Center Design\)](#)
- **ISTED**
KSA *Jan 2016*
[\(Certified Expert Trainer\)](#)

- **SkillSoft**
USA
(Generating Creative and Innovative Ideas Certificate)
May 2016
- **ZAD**
Egypt
Work of Leaders
Feb 2017
- **747**
USA
Strategic Management
Jan 2019
- **IPA**
KSA
Employees Motivations
Apr 2020
- **IPA**
KSA
Train the Trainers
May 2020
- **SME Consultations Seminar**
KSA
Business Clinics
Aug 2021
- **United Nation - UNCTAD**
KSA
Entrepreneurship Training Workshop
Sep 2021

LANGUAGE

Arabic (Native)

English (Fluent)

SKILLS

- *Computer Troubleshooting & Networks++*
- *Programmer [C++/ java/ HTML/ DBMS/ office/ Pspice/ VHDL]*
- *E-commerce & MS Office Suits*
- *Social Media & Security Technology*
- *Excellence Communication*
- *Business, finance & Entrepreneurship*