

# Khalid Mohammed AlGelban

Riyadh, Saudi Arabia

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## OBJECTIVE

Seeking a career that open new horizons, encourage creativity and values achievements to use my skills in the best possible way for achieving the company's goals.

## EDUCATION

<b>Sacred Heart University, USA</b>	<b>2016</b>
<b>Master in Business Administration (MBA)</b>	
GPA 3.2/4	
<b>Imam Muhammad Ibn Saud Islamic University, Saudi Arabia</b>	<b>2012</b>
<b>Bachelor in Business Administration</b>	

## WORK EXPERINCE

**SAMI-AEC Riyadh, KSA**

**Organization Development Manager**

**July.2022, Present**

- Manage the Study the current situation stage and understand the current organization strategy, mission, vision, policy, procedure, goals by conducting interviews with the high-level management, such governor, vice governor, general managers.
- Supervision Collecting all needed data and information from internal organization to assist in my role.
- Supervision and establish and create and design the structure of whole organizations' departments and deputies based on meetings with stockholders such Governor, Vice Governors, GMs, Managers and know their needs aligned with my insights and the departments strategic goals.
- Established and create and design job discerptions of all organizations' departments and deputies and arrange and execute meetings with the departments to understand and collect the job details, job goal, job general and critical accountabilities, job qualifications and experiences, and the approvals. JDs should be followed best practices and SMART method.
- Manage the team on building the salary scale, behavioral and technical competency frame, benchmark, policy and procedure, authority matrix, PMS, leadership program, job evaluation, compensation and rewards and benefits assessment.
- Created HR forms which helps us to operate the HR services effectively, as well as work with the team on building HR dashboard phase which assists us on track all data and information needed, as well as created HR forms.
- Create change plan, communication plan, engagement plan such as designing engagement survey and distribute it to the targeted audience to test and get the employees feedback which all make a great planned effort to change the culture, behaviors, ways of working and other people factors of an organization to enable it to effectively meet its strategic objectives.
- Develop the management change of organizations to be matched on the current globalization change through many plans and implementation, for example we did an agreement and contract with world Trade Organization as well as World Trade Institute to train and improve the knowledge and performance of our employees to meet the General Authority of Foreign strategic goals.
- Identify and evaluate business initiatives to ascertain appropriate programs that meet our goals, also create and implement programs that connect employees with business goals.
- Established and monitored the policy and procedure of the HR to be aligned with the regulation of Saudi Labor Law and the organization strategic goals and keep developing it regularly.

## **General Authority of Foreign Trade. Riyadh, KSA**

### **Senior Organization Development Specialist (Team Leader)**

**Feb. 2020, Present**

**Note\*** I'm one of the team who establishes GAFT-Human Resources General Department, additionally I handle HR development project with Kornferry HayGroup consultancy company.

- Study the current situation stage and understand the current organization strategy, mission, vision, policy, procedure, goals by conducting interviews with the high-level management, such governor, vice governor, general managers.
- Collect all needed data and information from internal organization to assist in my role.
- Established and Create and design the structure of whole organizations' departments and deputies based on meetings with stockholders such Governor, Vice Governors, GMs, Managers and know their needs aligned with my insights and the departments strategic goals.
- Established and create and design job descriptions of all organizations' departments and deputies and arrange and execute meetings with the departments to understand and collect the job details, job goal, job general and critical accountabilities, job qualifications and experiences, and the approvals. JDs should be followed best practices and SMART method.
- Assist the team on building the salary scale, behavioral and technical competency frame, benchmark, policy and procedure, authority matrix, PMS, leadership program, job evaluation, compensation and rewards and benefits assessment.
- Created HR forms which helps us to operate the HR services effectively, as well as work with the team on building HR dashboard phase which assists us on track all data and information needed, as well as created HR forms.
- Help the team to create change plan, communication plan, engagement plan such as designing engagement survey and distribute it to the targeted audience to test and get the employees feedback which all make a great planned effort to change the culture, behaviors, ways of working and other people factors of an organization to enable it to effectively meet its strategic objectives.
- Develop the management change of organizations to be matched on the current globalization change through many plans and implementation, for example we did an agreement and contract with world Trade Organization as well as World Trade Institute to train and improve the knowledge and performance of our employees to meet the General Authority of Foreign strategic goals.
- Identify and evaluate business initiatives to ascertain appropriate programs that meet our goals, also create and implement programs that connect employees with business goals.
- Established and monitored the policy and procedure of the HR to be aligned with the regulation of Saudi Labor Law and the organization strategic goals and keep developing it regularly.

## **Phoenix AlSaudia Management Consulting Co. Riyadh, KSA**

### **Associate Consultant in OD & Change**

**Oct. 2019, Feb.2020**

- Understand the organization strategy, mission, vision, policy, procedure, goals by conducting interviews with the high-level management, such governors or CEOs and other departments directors and managers.
- Collect all needed data and information from internal and external organization to assist in my role.
- Assist with the team to create and design a clear picture plan and implementation for the company's short and long-term such as organization structure, business model, change management plan, training programs, rewards, benchmark, marketing and communication strategy based on the company's goals and vision.
- Conduct several analyses to update and find new opportunities in the market, and to have better understand of the company's' competitors which lead to attack the competition and bring more clients.
- Help the organization in the establishment stage to do benchmark and put it in the right direction to mainly achieve and reach its goal.
- Develop the company's performance by utilize different types of key performance indicators to make sure the organization is performing well.
- Conducting various analyses such as gap analyses, SWOT analyses etc, to keep the company to be consistency in the right track with its market, competitions, and targeted clients.

- Create and design the new structure of our projects with clients of whole organization based on meetings with stockholders such as a project with GAMI and we had to meet with the governor, vice Governors, GMs, and managers and know their needs aligned with my insights and the departments strategic goals.
- Create and design job descriptions of all organization and arrange and execute meetings with the departments to understand and collect the job details, job goal, job general and critical accountabilities, job qualifications and experiences, and the approvals. JDs should be followed best practices and SMART method.
- Assist the team on our client's projects building the salary scale, behavioral and technical competency frame, benchmark, policy and procedure, authority matrix, PMS, leadership program, job evaluation, compensation and rewards and benefits assessment.

### **General Authority of Zakat and Tax (VAT Project). Riyadh, KSA**

#### **Senior Relations and organizational Development Specialist**

**Oct. 2017, Sep.2019**

**Note\*** I'm one of the team who establishes VAT-HR development project in KSA

- Help the organization in the establishment stage to do benchmark and put it in the right direction to mainly achieve and reach its goal.
- Assist with the team to create and design a clear picture plan and implementation for the organization's short and long-term such as organization structure, business model, change management plan, training programs, rewards, benchmark, marketing and communication strategy based on the company's goals and vision.
- Set up meetings or individual interviews for large taxpayers such as Aramco, Sabic, Mobily, and STC, in order to define gaps, issues, and come up with the ideal solutions.
- Work with the team on building the salary scale, behavioral and technical competency frame, benchmark, policy and procedure, authority matrix, leadership program.
- Create and design job descriptions of all organization and arrange and execute meetings with the departments to understand and collect the job details, job goal, job general and critical accountabilities, job qualifications and experiences, and the approvals. JDs should be followed best practices and SMART method.
- Assist with the team to create structure in all levels by assessing the organization's current situation, and strategy aligning with finding out where the gaps and opportunities.
- Create a communication and management change plan to help on our establishment phase to make sure we effectively meet our strategic goals.

### **Phoenix AlSaudia Management Consulting Co. Riyadh, KSA**

#### **Organization Development and Management Change Senior Specialist**

**Jan. 2016, Aug. 2017**

- Gathered all company data by collecting required documents and conducting interviews with concerned individuals, team, and departments in order to identify as-is situation
- Designed and run fit for purpose survey to be circulated within the company to obtain certain outputs
- Analyzed collected data and inputs to come up with gap analysis report that will give insight to us and the client where is the value gap that it can be bridged to improve business processes, performance, and structure development.
- Prepared recommendations to the clients mentioning the quick wins action plan as well as the long-term ones.
- Identify and evaluate business initiatives to ascertain appropriate programs that meet client's goals, also create and implement programs that connect employees with business goals.
- Assist the team to prepare a change management plan for our clients who are in a transformation stage to help them to effectively and smoothly meet their strategy and goals through all organization aspects.
- Redesign our client's structure in all levels by assessing the organization's current situation, and strategy aligning with finding out where the gaps and opportunities.
- identify specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.

## Phoenix AlSaudia Management Consulting Co. Riyadh, KSA

### Organization Development Specialist

Nov. 2013, Dec. 2015

- Conduct research and analyze data in relation to the alignment and success of company goals, which includes identifying skill gaps and developing critical feedback on such implemented training programs, structure development, effective team development etc.
- Create relevant surveys that help evaluate the effectiveness of such implemented programs, structure development, effective team development, and identify ways to enhance efficiency and adaptability within the organization.
- Communicate progress and challenges as they relate to the company's vision and goals.
- Assist the team on finding out the opportunities on developing the organizational functions and process.

## Sacred Heart University, USA

### MBA Student

Aug. 2015, Dec. 2016

During my MBA study I have taken many courses related to business administration and management such as not limited to:

- Managing change and organizational development
- International business
- Marketing management
- Communication and connection Management
- Accountant management
- Corporate financial management
- Professional planning
- Dynamic business management 1-2

## TRAINING COURSE

- |   |                |
|---|----------------|
| • CIPD HR Fundamentals  | Nov.2019       |
| • Leoron Professtional Development Institute, Leadership & organizational development   | Dec. 2020      |
| • PMP 35 hours, at Center of Human Resource Professionals for Training, Riyadh  | Nov.19-23.2017 |
| • Relationship Management 18 hours, at The Institute of Finance, Riyadh   | Oct.16-18.2017 |
| • Tax Officer Roles and Responsibilities; tools and systems 6 hours, at The Institute of Finance                              | Oct.12.2017    |
| • Workshop: Relationship Management 6 hours, at The Institute of Finance, Riyadh  | Oct.25.2017    |
| • Legal Foundation 6 hours, at The Institute of Finance, Riyadh   | Oct.10.2017    |
| • Expectations of Relationship Manager 6 hours, at The Institute of Finance, Riyadh   | Oct.15.2017    |
| • Workshop: Mission and why VAT, VAT implementation project, introduction to VAT 6 hours, at the Institute of Finance, Riyadh | Oct.8.2017     |
| • Introduction to VAT 6 hours, at The Institute of Finance, Riyadh  | Oct.9.2017     |
| • Role, Context, Tools, Systems, Rights, Obligations, and Ethics 6 hours, at The Institute of Finance                         | Oct.11.2017    |
| • Introduction to Marketing 12 hours, at Institute of Finance, Riyadh   | Nov.26-27.2017 |
| • Leadership and OD Certificate   | June 2020      |

## SKILLS & ABILITIES

Teamwork  
Communication  
Building Partnership

Analysis  
Business Development  
Customer Focus

## LANGUAGES

Arabic - native language

English - speak fluently and read/write with high proficiency.