

HUDA ALSALEH

SHRM

Assistant Manager. Organization Development

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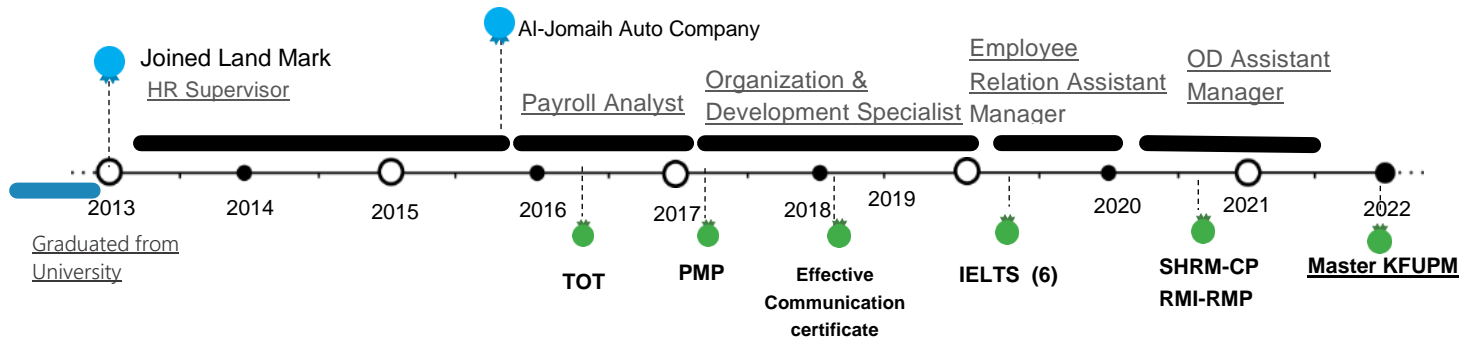
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🏠 Dammam - Saudi Arabia

OD Assistant Manager, with a Master degree from King Fahd University of Petroleum and Minerals, 8+ years related work experience and a strong background in HR, Finance and Auditing.

Skilled in data Analytics, Making critical decision during challenges and Strategic planning.

🕒 TIMELINE



👜 WORK EXPERIENCE

Asst. Manager, Organization Development AlJomaih Auto Company

2019 - NOW

- Responsible for delivering company-wide training programs and activities for both new hires and existing employees
- Prepares HR projects (e.g. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.)
- Evaluating and modifying existing compensation and benefits programs, policies, and procedures.
- Create and analyze job descriptions evaluations and classifications
- Conduct salary and labor market research to define benchmarks
- Ensure that compensation practices are in compliance with current laws and regulations
- Conduct periodic audits, prepare and present reports.
- Preparing Annual Operating Plan (HR budgets), reports, and presentation

Asst. Manager, Employee Relation AlJomaih Auto Company

2017 - 2018

- Administering AAC's various HR programs that align with AAC's strategies and efforts towards the realization of AAC's vision.
- Frequently review HR Policies and Procedures and ensure changes are made in a timely manner to the policies that do not meet the requirements of the Saudi Labor Law or which have been amended to avoid any litigation.
- Ensure that both digital and manual records are well organized in the system and in the filing cabinets.
- Handles confidential information and ensures that confidentiality is maintained in the organization.
- Ensuring company's compliance with HR Policies and procedures and Saudi Labor Laws.

★ Signature HR Qualifications

- HR Best Practices
- Employee Relations & Diversity
- Talent Acquisition
- Staff Coaching & Mentoring
- Organizational Development
- Employee Performance Improvement
- Leadership Development
- HR Policy, Process & Systems Design
- Change Management
- IFRS *Standards & GAAP*
- Organization-Wide Consensus Building
- Disciplined and flexible problem-solving approach that balances business goals with employee needs.

★ Personal Achievement

- Reduce cost by 50% per year over six months.
- Successfully negotiated a 30% discount on communication service.
- Successfully managed HR Audit program over 3 months.

Organization Development Specilast AlJomaih Auto Company

2016 - 2017

- Analyzing business structures, procedures, processes, and the utilization of resources.
- Leading business optimization initiatives by conducting individual or group training sessions for personnel.
- Contributing to the restructuring of departments to increase efficiency and align activities with business objectives.
- Measuring the impact of interventions on staff performance, efficiency, employee retention, and job satisfaction.
- Advising executives and senior managers and recommending efficient and cost-effective solutions for identified challenges.

Payroll Analyst

AlJomaih Auto Company

2015 - 2016

- Assumes responsibility for the accurate and timely performance of payroll functions.
- Responsible for auditing payroll data each month and submitting quarterly reports to management.
- Completes and processes monthly, bi-Monthly payroll, and payroll-related information, including new hires, terminations, payroll deductions and/or changes, transfers, and any other employee payroll-related data for site location.

Supervisor Human Resource & Training LandMark group

2013 –2015

- Assumes responsibility for effectively recording, maintaining, and reporting employee data and human resources information.
- Ensures that human resources files and employment records are accurate, organized, up-to-date, as well as filed and maintained in accordance.
- Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with Human Resources team, site personnel and with management.
- Participates in various company-wide, workforce and Human Resources initiatives addressing areas of employee development, training programs and retention strategies.

EDUCATION

KING FAHAD UNIVERSITY OF PETROLEUM AND MINERALS

Master of Business Administration **2022**
Finance – GPA 3.8/4

IMAM ABDULRHMAN BIN FAISAL UNIVERSITY

Bachelors of Administrative Science **2013**
Marketing - GPA 4.8 out of 5.

With First honors and ranked as first in batch



COURSE STUDIED

- **RMI-RMP - 2021**
- **SHRM**– Feb 2020.
- **PMP** – Jan 2019.
- **Effective Communication** certificate – 2017.
- **The 7 habits of highly effective people** Course – Sep-2018
- Training of Trainers (TOT)
- **Project Management (CPM)** at Jordan Chapter – 2016 April.
- **Feasibility Study certification** at Dammam University
- **Self-development role** Course, at Dammam University.
- **Computer application skills** (3 month)
- **English course** - Prince Mohammad bin Fahd University