

Hanan Naem Abu Alrish

HR – CIPD LEVEL 5 CERTIFIED

EDUCATION

Bachelor degree - Business administration English - Human Resources Division - 2011

science and Technology university

CIPD level 5 – Human resources

Dubai Oakwood international – 2019

WORK EXPERIENCE

Virgin mobile KSA - Riyadh – HR/OD Consultant (Contract)

4/2020–present

- Drive and implement allover evaluation for the HR function to measure the impact on the business
 - Create an OD plan based on the pain areas and findings
 - Plan and implement several Change Management Projects:
 - HR Digitalization
 - Brands Merging
 - Develop Change Management tools and channels internally
 - Develop Virgin KSA culture together with the stakeholders
 - Engagement initiatives (Virtual and onsite initiatives) and analyze the business performance
 - Upgrade the company policies
 - Org. Design Project, Competency Roadmap
 - Structure Development
 - Salary & Benefits Benchmark with a third party (3 years plan to be implemented)
 - Initiate learning culture and develop the dept. services & Online Platform
 - Review and update all HR process and policies
 - Run and design the performance evaluation system across the levels
 - Enhance recruitment quality as the main scope
 - Build a pipeline for ready candidates and run different activated and plans to grow the company talent pool
 - Work with the management team to solve and fix the process to raise the performance
 - Design and build the L&D department (People – Process – Onboarding – Training calendar – products – Fast track programs – succession plans – measurement tools)
 - Advice the management team and support them to drive the change
 - Build and create all the measurement tools that used to evaluate people and functions performance
 - Run different coaching sessions and training for the managerial level
 - Build the company Engagement strategy and activities
 - Drive the HRMS design and implementation
 - Integrate the HR activities to be aligned with business and Sales Goals
 - Design and implement different tools to decrease company turnover (Dysfunctional and allover)
 - Design EVP project the key positions
 - Constantly working with the top management to give insights and lead any prospective change
 - Plan and implement different plans to enhance social awareness and raise company reputation
- Highlighting the great achievements:**
- Reduce the HR cost by 1.2M in a year
 - Reduce The Employees Turnover by 25%
 - Developed and implemented impactful EVP programs for the Critical positions, that affect positively on the retention rate by 20%

PERSONAL INFORMATION

Jordanian nationality
Born in KSA 1988
Married and Mother for 1 child
KSA – Riyadh

CONTACT

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HOBBIES

Travelling
Swimming

- Fix and develop the salary grading system
- Launching the first HRMS in the company
- Reduce the recruitment cost by 400K last year and improve the hiring quality
- Increase the Employee life cycle within the company by 1.2%
- Effective Reward system which contributes to revenue growth by 17%
- Increase the satisfaction rate from 81% to 92% this year

Freelance HR Consultation service – KSA

2019- Present

Organizational design projects/ IT solution company in Riyadh

Develop, implement & execute the HR process and policies

Restructure the Organization design to be agile with the new change

Organizational development projects /Twenty4 retail company

Develop, Implement and track the succession planning program across the subsidiaries

Set up people processes:

- Performance Management
- Employees communication
- Employee Engagement plans and implementation
- Employee development driven by the performance documents "PDRs"

Manpower workforce planning/ HR Training center

Setting up all the operational and people processes and procedures with the work flows

Drafting all the related documentary work with all formats and papers

Women development and empowerment plan/ Twenty 4 retail company

Talent acquisition project / Twenty 4 retail company

BMA International - RedTag head office – Employee Engagement manager KSA

2017–11/2019

-Leading the engagement and Employee value proposition for 4000+ employee across KSA regions

- Lead and drive a Change Management projects such as Redundancy Plans – Create a better Culture – Saudization Plans for more that 2000+ role and developing a Learning Management System

-Develop and enhance the internal Communications tools

- Develop, implement & execute the HR basic foundation inside the subsidiaries

-Employees Relations Management

- Employees Satisfaction measurement and Engagement initiatives

- Well-being programs and initiatives

-Mentoring the organization turn over and creating plans to reduce it

-Using all available channels to get the employees feedback and concerns and work on it

-Creating projects and programs to hire and retain the talents

-Creating and leading initiatives to grow company talent pool

-Working on development and succession plans to achieve the localization goals and following market trends

-Defining company loose and tight market to identify the key and critical position to the recruitment team

-Working very close with L&D dept. to create training induction hat fit and motivate the employees

-Running different events to engage employees and check the satisfaction level

-Re branding for company Vision, mission and values

-Very strong involvement in the competitions that the company joined such as Great place to work

- Working on a yearly plan to raise the HR international standards in the company
- Working with all HR team to be on the right track to be the employer of choice by working on our Employee Value Proposition projects and creating positive company reputation in terms of people, process & technology
- Focusing on employee's relations within the company

BMA International – RedTag head office – Training Assistant Manager
2015–2017

- Create and develop training programs and materials that fits the organization requirement
- Deliver training for males and females
- Deliver New hiring induction
- Creating and develop material to existing staff
- Creating training development programs
- Leading fast track programs to cover company needs in the future
- Creating team training calendar
- Using different tools to measure the training impact
- Train different level from seniors to staff level
- Working on annual training need analysis with company and individuals
- Advice the sales team and educate them how to engage and manage national members
- Working very close with sales operation to fit their need in training and development
- Deliver different training categories, such as Sales, management & retail operation, HR and more
- Working on the LMS to provide trainees data and create reports

Derayah Training and development center - Training Operation & recruiting manager

2011–2015

- Creating training proposal to center customers like SABIC, MAADEN, King Fahad specialist hospital and more
- Arrange and select trainers to deliver the courses
- Leading and managing all the center team
- Managing the recruiting internally and also provide recruitment service to our external customers
- Creating the Materials according customer needs
- TNA for each course and each customer
- Mange and run different training courses in house and outside the center
- working with Sales team on the sales pipe to close the deals and grow the leads and prospective customers
- Working on CRM system, finical programs and sales pipe website
- Responsible for payroll auditing and process control and review

Novotel Hotel Dammam - F&B Coordinator & guest relations

2010 – 2012

AI MANA general Hospital - Internal auditor

2009 – 2010

SKILLS

Advanced user of computer and Microsoft office

Leadership skills

Always working to have insight on the personal and professional sides

**** Arabic and English language – advanced level**