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| **Personality Traits**   **Strategic Thinker:**  Proven ability of developing insightful strategies, capitalizing on capabilities and converting potential into opportunities.   **Change Agent:**  Utilizing result-driven approach and growth-centered mind-set to drive positive change in the organizational culture; believes in leading by example.   **Persuasive Communicator:** Effective articulation ability; can achieve clarity and persuasively secures buy-in and commitment.  **Education**   ***B.A in (System Track) – Arab Open University***   ***Diploma English Language Teachers college***   ***CIPD HR Level 5***   ***Certified Training Manager*** | ***Professional Abridgement:***   * *Develop professional development programs for company employees and policies & promotion of replacement.* * *Regulatory Compliance Management.* * *Focus on results. Effectively identify and resolve problems using creativity and available resources. Tackle tough problems and follow through to satisfactory conclusion.* * *Prioritize workload and multi-task; flexible to changing priorities. Direct in approach to discovering information.* * *Professional with experience in Manpower Planning & Resourcing, Selection & Recruitment, & Employee Relations, Administration, Training & Development,* * *Occupational and Problem Solving.*   **FUNCTIONAL SKILLS**  ***Manpower Planning & Resourcing:***   * Build a workforce structure that will have the sustained capability and motivation to achieve your company’s strategic objectives * Select and design talent management processes to engage and maximize from the talent within the company. * Determine and apply the most appropriate job design techniques to deliver the performance of the role. * Design a Succession Plan strategy for key positions within the organization * Lead a program of activities devised to keep talent. * Prepare an Action Plan to progress a personal undertaking to deliver improvements in Manpower Planning, Recruitment and Retention.   ***Recruitment & Selection:***   * Recruit, interview, coach and develop candidates to meet and exceed the needs of the company. * Evaluate talent and assess demands to make the match between the company’s staffing needs and the candidate's skills and experience. * Support company operations by providing top quality service and talent management to support business operation's needs.   ***Talent Development & Training:***   * Conduct orientation sessions and arrange on-the-job training for new hires. * Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement. * Plan, develop & provide Talent Saudization Programs and staff development programs analyze training needs to develop new training programs or modify and improve existing programs.   ***Employee Relations:***   * Provide counsel, advice and expertise in interpreting & applying company policies, collective bargaining agreements and on matters involving employee performance, layoff and leaves of absence. * Facilitate resolution of and mediate employee/supervisor differences and conducts employee relations investigations. * Review and approve disciplinary matters, terminations and layoffs. * Payroll administration.   ***Team Management & Performance Management:***   * Identifying and implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members. * Competency profiling and mapping followed by career and succession planning. |

**CAREER ACCOUNTABILITIES**

**Public Investment Fund – Development Management Office**

Position: **Human Resources Director**

*Year: Nov 2020 to Feb 2021*

**Key Result Areas:** *HR Strategy* ~ *Organization Development* ~ *Reward Frameworks ~ Talent Management*

***Accountabilities:***

* Cascade Organization Structure (Prepare Org for incorporation/Cascade functional structure/Detailed functional statements/Leveling).
* Workforce Planning (Create hiring plan for 2021/Recruitment Strategy).
* Job Families & Job Descriptions.
* Competency framework (Behavioral Competency Framework/Technical Competency Framework)
* People Strategy (Strategy Map & Objectives/Roadmap for Implementation/HR Operating Model/Values & Culture.
* Job evaluation & Grading (Job Evaluation/Grading Structure)
* Compensation & Benefits (Total Reward Strategy/Total Reward Structure/Short- & long-Term Incentives options).
* Performance Management (Performance Management Framework/Performance Management Process and Procedures Manual).
* Learning & Development (Learning & Development Objectives/L&D Cycle/L&D Catalogue).
* Succession Planning (Identify Critical Roles/Succession Planning Framework).
* Carrier Management (Career Progression Framework/Progression Criteria)

**Ministry of Interior**

Position: **Human Resources Director**

*Year: Oct 2019 to Oct 2020*

**Key Result Areas:** *HR Transformation* ~ *Organization Design ~ Performance Management*

***Accountabilities:***

* Lead member of the IT Digitalization transformation program with the communication and information technology commission for UGRP system pilot implementation.
* The champion of MASSAR program as the first implemented government promotion program sector runed by HRSD.
* Manage a wide range of compliance requirements in an integrated manner.
* User to fixes to complex issues by doing a thorough analysis of root cause and impact of the defects
* Member of Advisory board of Prince Faisal Bin Nawaf at Emarat Aljouf.
* Initiate plans for a variety of HR matters such as policies, procedures, compensation, benefits, training, manpower planning etc.
* Act to address HR issues arising in the various HR Committees by devising strategies for performance evaluation, staffing, training and talent development.
* Initiate and apply all HR initiatives, systems and tactics.
* Supervise the work of HR personnel and provide guidance.
* Monitor adherence to internal policies and legal standards.
* Deal with grievances and violations invoking disciplinary action when required.
* Anticipate and resolve litigation risks.
* Report to senior management by analyzing data and using HR metrics.

Saudi Arabian Mining Company - **Maaden**

Position: Performance Excellence – **Sr**. **Specialist** **Talent Development/Manager (A)**

*Year: Dec 2015 to Oct 2019*

**Key Result Areas:** *Training & Career Development ~ Performance Management*

***Accountabilities:***

* A member of cyber security committee facilitates between performance excellence and ICT departments to implement method of awareness program.

**CAREER ACCOUNTABILITIES**

* Managed training sessions for various topics including Performance excellence department.
* Strong functional understanding and hands-on experience of HRMS (HR Management Information) track setups/functionality, development, and support.
* Experience as a functional subject matter expert and as a focal point for general and component specific Oracle Application ERP operations including; analysis, design, build, testing, documentation and training.
* Develop and provide competency mapping, technical and administrative direction issues, which will directly impact the objectives, operations, and the achievement of Training Department mission and values.
* Experiences Enterprise Risk Management, by enabling a streamlined approach to risk management. Plan and execute an effective business continuity program.
* Manage the coaching and mentoring of identified staff to address specified development needs.
* Execute integrated organization and manpower plans to support the accomplishment of Training Department plans including the recruitment, training and development of multi-cultural staff.
* Direct the training of Saudi Nationals to prepare and develop them for planned career succession.
* Overview the creation and distribution of MWSPC Training Monthly Reports, Quarterly Reports and Dashboards on periodical basis.
* Prepare the progress reports to keep top management informed about the progress of various Training initiatives and to facilitate decision-making.
* Author of developing, implementing and maintaining the training policy, methods and procedures based on knowledge of the effectiveness of methodologies such as individual training, group instruction, lectures, on-the-job training and demonstrations.
* Conduct organization wide needs assessment and identify skills or knowledge gaps that need to be addressed.
* Ensures training manuals, materials and equipment acquired or developed by the Training Department are maintained and updated regularly.

HR Department

Saudi Comedat Company Ltd

Position: **Administration & HR Manager**

*Year: Jan 2010 to Nov 2015*

**Key Result Areas:** *HR Practices ~ IR & ERP ~ Recruitment & Staffing ~ Administration ~ Training & Career Development ~ CSR*

**~ Performance Management- Government Relations**

***Accountabilities:***

* Responsible for managing HR operation Functions: Employee Relations, Talent Acquisition, Compensation and Benefits and Administration Government affairs. Successfully boost the localization ratio and approved internal policy and work regulations by labor law office.
* Supporting top management in restructuring implementation phase.
* Participating in ERP implementation phase.
* Participate in knowledge transfer, if needed, to ensure better grasp of the product and domain.
* In charge of Performance Management and Grade Structure project.
* Managing & developing HR policies, procedures.
* Oversees the International & local Recruitments (Saudization - Talent programs - future managers) and lead recruitment by providing weekly manpower statistic report for Managing Director & CEO.

HR Department

Central Investment Company - Khobar

Position: **HR Sr. Recruitment Specialist**

*Year: Feb 2006 to Dec 2009*

**Key Result Areas:** *Local & International Recruitments ~ HR Consultancy to top management regarding HR policy and procedures****.***

***Accountabilities:***

* Personnel support for expatriate’s application issues and providing HR support & consultancy for other department managers concerning recruitment & selection, compensation and benefits strategies and procedures and HR policies in disciplinary and grievance processes.

**CAREER ACCOUNTABILITIES**

* Organize and support an employee welfare service that provides advice employees in respect of flexible
* working, counseling, stress, harassment and violence at work and any other aspect of general welfare to ensure that information and advice are widely and easily accessible for all and ensure that appropriate staff training in these areas is included in the Corporate Training Programs and is widely publicized.
* Provide a general HR advisory and service to Service Areas: employee resignations, terminations, and ensure company asset handover before releasing end of service compensation (EOC).
* Played a strategic role in identification of local community requirement and finding a permanent solution towards resolving it with Company support.

HR Department

Council of chambers of commerce - Riyadh

Position: **HR Unit Manager Assistant**

*Year: Mar 2000 to Jan 2005*

**Key Result Areas:** *Manpower Resourcing & Planning ~ Talent Acquisitions: Saudiaztion programs*

***Accountabilities:***

* Recruitment & selection processes including interviews, personality questionnaire and group activities.
* Dealing and supporting with the daily completion of the HR Operation & support services & resourcing.
* Supporting Team Leader and HR manager in delivering HR advice and polices in training programs, providing monthly Oracle manpower statistic concerning recruitment budget expenses for affiliate chambers, current vacancies, termination, trainees.

**TRAININGS CERTIFICATION**

* CTM – Certified Training Manager
* Finance for Non-Finance
* Employee Performance Appraisal & Org KPI
* Managerial style and effectiveness.
* NLP.
* Diploma in ENG.
* Learning and developing others.
* Technical report writing.
* Root cause analysis.
* Managerial style & effectiveness.
* Presentation skills.
* Train the Trainer.
* Basic Supervisory Program

**COMPUTER PROFICIENCY**

* MS Family.
* Oracle.