

# ***Huda Abdul Rahman Al-Fajri***

## **PERSONAL INFORMATION:**

Nationality: Saudi  
Mobile No.: 0505466886  
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## **OBJECTIVE:**

Self-motivated professional with 5 years of experience as Human Resource Manager; I am looking for a professional human resource position, coming with extensive knowledge of human resource principles and ability to handle complex problems using outstanding organizational and time management skills.

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## **EDUCATION:**

"[2017]"	"[ <b>MBA / Dissertation in Management</b> ]" "[Ahlia University / Kingdom of Bahrain]"
"[2012]"	"[ <b>Diploma / Human Resource Management</b> ]" "[Oxford Training College / Kingdom of British]"
"[2010]"	"[ <b>Bachelor / Social sciences</b> ]" "[King Faisal University/ Kingdom of Saudi Arabia]"

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## **COURSES:**

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| • Principles and Basics of Insurance Certificate<br>Impact Training and Consulting Center | "[2012]"      |
| • Insurance Foundation Certificate ( IFCE)<br>The Institute of Banking (SAMA)             | "[2011-2012]" |
| • Mastering English language Skills and Conversation<br>Berlitz Institute of Languages    | "[2011-2012]" |
| • Marketing skills and sales management<br>Dhahran International Exhibitions Company      | "[2011]"      |

- Customer Service, Data entry, Management contracts  
Unity Centre for Women in Business (Chamber of Commerce) "[2009/2010]"
- Managing Business Pressure  
Program Prince Mohammed Bin Fahd Program "[2009/2010]"
- English Course  
Canadian Language Center "[2009/2010]"
- Computer & Secretarial Certificate  
Alhussan Training Center "[2004/2005]"

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### Skills:

Languages: Arabic: Mother Tongue  
English: Very Good (reading-writing-speaking)

Computer: JD Edwards Software (HR Management)  
Good Microsoft Office

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### WORK EXPERIENCE:

"[Years 2014 –2021]"  
"[HR Manager]"

"[Alfares Holding Company]"  
"[Al-khobar, Saudi Arabia]"

### Job Responsibilities:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource government requirements; conducting investigations; maintaining records;
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Contributes to team effort by accomplishing related results as needed

"[Years 2011 – 2013]"  
 "[HR Specialist]"

"[Al Sagr Insurance Company]"  
 "[Al-khobar, Saudi Arabia]"

Job Responsibilities:

- Preparing and reviewing compensation and benefits packages
- Administering health and life insurance programs
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating

- Maintain organizational charts and detailed job descriptions along with salary records
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
  - Implementing the organization's recruiting strategy
  - Interviewing applicants
  - Administering pre-employment tests
  - Assisting with completing background investigations
  - Processing transfers, promotions, and terminations
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Ensuring new hire paperwork is completed and processed
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation
- Develop and implement HR policies throughout the organization

\*\* References are available on request