

Khalid Altaylouni

Contact

Phone
+966555611711

E-mail
khalidaltaylouni@gmail.com

Skills

Labor negotiations
Excellent

Compensation and benefits
Excellent

Personnel recruitment
Excellent

Training programs
Excellent

Team Building
Excellent

Languages

Arabic
Excellent

English
Excellent

Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills.

Work History

| | |
|----------------------|---|
| 2022-05 - Current | <div>Human Resources Manager</div> <div>United Business Enterprise , Jeddah</div> <ul style="list-style-type: none">Start the Policy and procedure from scratchAgreement with SAAS system.Distribute the job description for the whole HR departmentImplemented performance reviews and motivational strategies to elevate HR team results.Motivated employees through special events and incentive programs.Devised hiring and recruitment policies for 4 companies.Directed job fairs to bring in local talent for long term and seasonal positions. |
| 2018-03 - 2022-04 | <div>Assistant Manager Talent & OD</div> <div>United Cooperative Assurance , jeddah</div> <ul style="list-style-type: none">Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.Managed company's learning management system (LMS).Payroll & GOSIAssisted with employee engagement events or activities.Recritment |
| 2017-01 - 2018-02 | <div>Operation Department</div> <div>Ahli Esnad , Jeddah</div> <ul style="list-style-type: none">Created plans and communicated deadlines to complete projects on time.Identified issues, analyzed information and provided solutions to problems. |

- Led projects and analyzed data to identify opportunities for improvement.

Education

2008-03 -
2012-08

Bachelor of Finance: Finance

King Al Faisal University - Jeddah

2015-01 -
2017-01

MBA

University of Texas At Tyler - Texas , Tyler , USA