



TAHANI F. AL-JEDAANI

HUMAN RESOURCES/ADMIN MANAGER

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CORE SKILLS & COMPETENCES

- Skilled at managing complete recruitment life-cycle for sourcing the best talent from diverse sources.
- Outstanding oral and written communication skills with the capacity to plan, prioritize, coordinate, and implement administrative functions.
- Dynamic and open-minded team manager with excellent leadership and interpersonal skills to mentor and motivate people towards achieving a common goal.
- Highly motivated and self-directed with excellent organizational and team building skills and proven ability to work effectively towards deadlines.
- Proficient in developing and maintaining organized administrative processes and systems and ensuring efficient operations through effective management methods.

EXPERTISE

- Human Resources Management
- Administrative Management
- Operations Management
- Staff Supervision
- Customer Service
- Project Management
- Employee Relations
- Employee Engagement
- Performance Management
- Strategic Planning & Implementation
- Change Management
- Talent Management
- Compensation and Benefits Management
- Recruitment & Candidate Sourcing
- Program Development
- Process Improvement
- Placement & Onboarding

PROFILE SUMMARY

Performance-driven professional offering over 13 years of experience employing human resource best practices. Excellent in translating business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Adept at efficiently supervising administrative activities/personnel and implementing processes that enhance office productivity, customer service ratings and team collaboration. Excel at turning under-producing individuals into teams that work efficiently and exceed expectations with a commitment to creating value through dynamic employment management and innovative HR solutions.

WORK EXPERIENCE

HR & ADMIN MANAGER

[SEPTEMBER 2018–PRESENT]

Kindasa Water Service Company | Jeddah, Saudi Arabia

- Managed administrative functions and served as a liaison between senior management, customers, colleagues and vendors to streamline the flow of information.
- Directed all stages of staffing, including sourcing, testing, interviewing, hiring, and onboarding and ensured compliance with regulatory concerns.
- Drove talent management initiatives and addressed employee issues, terminations, workers compensation, and unemployment compensation hearings.
- Developed and implemented training and performance management programs, including creative approaches for improving operations.
- Designed career development and recognition initiatives that elevated and sustained employee engagement.

HR MANAGER

[FEBRUARY 2017-JUNE 2018]

SAB Innovation – Reward Civil Construction Company | Jeddah, Saudi Arabia

- Coordinated induction for new employees and processed all offer letters, new hire paperwork and background checks.
- Developed strategic compensation solutions and provided counsel related to internal promotions, new-hire compensation, and market/equity adjustments.
- Investigated and resolved employee relations issues that reduced associated risks and protected the company from litigation.
- Prepared position descriptions, tracked employment requisitions and affirmative action forms, directed all aspects of pre-employment screening, and conducted new hire orientation.
- Provided counsel and resolution concerning inquiries on the HR policy and procedures and ensured compliance with company policies.

HR MANAGER

[JULY 2014-AUGUST 2016]

Al Etimad Modern Business Solutions Company | Jeddah, Saudi Arabia

- Developed HR policy and directed human resources activities, including employment, compensation, labor relations, benefits, and training.
- Spearheaded the development of HR objectives and systems, including metrics, queries, and standard reports for company requirements.
- Conducted new hire orientations to foster positive attitude toward achieving organizational objectives and created a new compensation structure that improved employee morale and boosted performance.
- Created and implemented policies on performance management, disciplinary procedures, and absence management using HR and company policy to make appropriate decisions.

OD & PERSONNEL AFFAIRS MANAGER

[JANUARY 2012-MAY 2014]

Attieh Steel Company Limited | Saudi Arabia

- Managed and maintained employee documentation, including staffing, recruitment, training, grievances, performance evaluations, employee leave of absence, and unemployment claims.
- Handled work schedules, WNS, overtime, budgets, audit reports, labor hours, and prepared payroll reporting, time adjustments, cash advances and other associate requests.
- Designed and implemented organizational and departmental structures that aligned with organizational and departmental goals and objectives.
- Prepared employee job descriptions, performed job analysis and evaluation, and created tools and methods for performance evaluation for all employees.

EDUCATION

MBA WITH MAJOR IN HUMAN
RESOURCE MANAGEMENT
University of Business & Technology
2015

BACHELOR’S DEGREE IN
MATHEMATICS
King Abdul Aziz University | Jeddah,
Saudi Arabia
2007

TECHNICAL SKILLS

- HTML
- Microsoft Office Suite
- Oracle
- SAP
- MenalTech

LANGUAGE

- Arabic
- English

WORK EXPERIENCE

HUMAN RESOURCE OFFICER [MARCH 2010-DECEMBER 2011]
Attieh Steel Company Limited | Saudi Arabia

- Managed employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination dates.
- Coordinated recruitment activities, including developing job descriptions, preparing advertisements, checking application forms, interviewing, and selecting candidates.
- Followed up with new employees in probationary period and acted as a mentor to orient new employees into the company.

ADMINISTRATION OFFICER [MARCH 2009-FEBRUARY 2010]
Western Bakeries Ltd (Almarai Subsidiary) | Saudi Arabia

- Reviewed employee performance standards with each staff member periodically and set goals to improve outcomes in customer service interactions.
- Served as an administrator in the personnel affairs department and updated employee information in the General Organization Social Insurance system and Attendance System while ensuring accuracy.
- Organized and participated in training and development for new and existing employees to provide opportunities for growth and improvement.

PERSONNEL & ADMIN OFFICER [AUGUST 2007-NOVEMBER 2008]
Saudi Yarn & Knitting Technology Factory | Saudi Arabia

- Provided operational and administrative support in functional areas of recruitment, employee relations, compensation, and special projects management.
- Handled all personnel affairs and administration tasks such as employee requests, payroll, and insurance filing.
- Managed and processed personnel action forms and maintained personnel files and HRIS system, including data entry and coordination with the MIS department in providing reports.

TRAINING

- ISO 9001:2015 & ISO 14001:2015 – Awareness Training course (September 2018)
- Hay international Group - Job Analysis Training (Feb. 2012)
- Hay international Group - Job Evaluation Training (Feb. 2012)
- Hay international Group - Reward Management (Feb. 2012)
- Prince Sultan College for Tourism & Business - Human Resource management (06/02/2010)
- Prince Sultan College for Tourism & Business - Global Business (02/01/2010)
- Prince Sultan College for Tourism & Business - Ethical Issues in Environment (05/12/2009)
- Prince Sultan College for Tourism & Business - Marketing Management (30 hours) [24/01/2009]
- Prince Sultan College for Tourism & Business - Managerial Finance (30 hours) [27/12/2008]
- Prince Sultan College for Tourism & Business - Operations Management (30 hours) [22/11/2008]
- Prince Sultan College for Tourism & Business - Organizational Behavior (30 hours) [25/10/2008]
- Prince Sultan College for Tourism & Business - Applied Statistics (30 hours) [15/10/2008]
- Prince Sultan College for Tourism & Business - Contemporary Management (30 hours) [28/06/2008]
- Prince Sultan College for Tourism & Business - Managerial Economics (30 hours) [07/06/2008]
- Prince Sultan College for Tourism & Business - Financial Accounting (30 hours) [12/04/2008]
- New Horizon - Computer Diploma
- The British Council (Elementary 2-3)
- Canadian Creative Center – English courses (5 levels)