

Ahmed Alreshidi

Saudi Arabia

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Education:

Master's degree in public Administration.

Eastern Washington University

I am holding master's degree in public administration with high GPA (3.52 out of 4) in 2013, Spokane, WA, United States.

Experience

HRBP of RNP & Taldeen from 14/03/2021 till now.

Policy and Procedures:

Develop Department Policies and Procedures in coordination with System Department.

Inform employees of the company of HRD policies and guidelines by means of handbooks, house publications, bulletin boards, personal interviews, and other media in coordination with the appropriate departments ensuring employee awareness of rules and regulations

Team Development:

Guide, motivate, and develop subordinates to work together as a team and display high levels of performance.

Develop strong working relationships with team members, providing advice, guidance, and coaching as needed

Employee Satisfaction:

Initiate and implement employee suggestions, ensuring staff are motivated and encouraged to maximize their potential and contribution to the company

Succession Planning:

Develop and support the implementation of corporate manpower and succession plans in order to ensure optimum current and future resourcing across the business.

Other Related Duties and responsibilities

Develop and direct the setting of performance targets and participate in business planning and strategy determinations to ensure HR specifications meet the business objectives.

Monitor Organization relation developments to prevent and settle disputes.

Control and coordinate activities with Business Unit HR Coordinators in terms of staff selection and training, employee relations, employee benefits, and remuneration strategy.

Ensure the efficiency and effectiveness of the staff appraisal system and the link to reward allocation decisions and organizational development.

Ensure Corporate and Business Unit management at all levels recognize their fundamental role in human resource management.

Human Resources Manager (Saudi Bonyan Real Estate Investment Company from 01/11/2020 to 18/02/2021.

Develop and implement HR strategies and initiatives aligned with the overall business strategy.

Bridge management and employee relations by addressing demands,

grievances or other issues.

Manage the recruitment and selection process.

Support current and future business needs through the development, engagement, motivation and preservation of human capital.

Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.

Nurture a positive working environment.

Oversee and manage a performance appraisal system that drives high performance.

Maintain pay plan and benefits program.

Assess training needs to apply and monitor training programs.

Report to management and provide decision support through HR metrics.

Ensure legal compliance throughout human resource management

HR supervisor (Suliman Alrajhi Company for education and development) from 21/04/2014 to 02/09/2020

Tracks employee progress, noting promotions, recognitions and policy violations and documents them accordingly.

Responsible for advertising open job positions, identifying and communicating with potential candidates, conducting interviews, performing employment verification and notifying candidates regarding employment decisions.

Acts as a liaison between and employees, overseeing employee relations.

Receives and effectively handles employee complaints, escalates such complaints to the level of disciplinary or legal action when necessary and updates employees with any changes in company policy.

Advises managers on treatment of employees and company policies, responds to employee violations of policy and generally helps to resolve conflict in the workplace.

Facilitate the layoffs, firing or departure process of employees who leave voluntarily.

Conducts exit interviews to learn about reasons for leaving and administer severance if applicable

Assists with firing decisions and notification of termination.

Courses:

Strategic planning (Monshaat)

CIPD level 5 (student)

Effective financial performance (Monshaat).

Introduction to Strategic Planning for Human Resources (Droob) (2 Hours).

Fundamentals of Management (Droob).(3 Hours)

Labor Education according to Saudi Labor Law. (Droob) (2 Hours).

Course in HR management system (5 days) at SAC institute

Course in effective communication skill (3 days) at UH.

Course in computer skills (2 days) at UH.

Self-development course (2 days) at UH.

Course in Excel Level II program (2 days) at SRC.

Course in Excel Level III program (2 days) at SRC.

Skills:

Strategic Thinking.

Reporting.

Self-starter with strong HR background.

Experience in fast paced environments that depend on efficiency and accuracy.

Superb customer service skills, to include written and verbal communicate.

Languages:

Arabic: Native language

English: second language

Computer skills

Proficient in Microsoft office suite.