

# JALAL AL-ZAGHLOUL

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## Personal Information:

Name: Jalal Mohsen Saleh Al-Zaghloul      Nationality: Jordanian (**son of Saudi Woman**)  
Date of Birth: 30-5-1985      Address: Al-Malqa - Riyadh      Marital Status: Married

## Profile:

Highly motivated Human Resources & Administration Manager, with more than 12 years of diverse experience in developing human capital and attract talent manpower, and implementing HR policies & procedures to the highest possible standards of excellence & best market practices, as well as HRMS implementation with extensive educational background combined with strong analyzing skills, Strong organizational and follow-up skills. Moreover Patient, reliable, and work well under pressure, Precise and active highly. Beside experience in procurements, facilities & events management.

As son of Saudi citizen woman & as per ministry of labor I am allowed to work in vacancies limited to Saudis, and I am counted in Saudization percentage in GOSI beside I am permitted to work without transferring sponsorship.

## Education:

-Bachelor of Management Information System (MIS), Faculty of Administration & Financial Science,  
Amman Al-Ahliyya University, GPA: 80.3% (Very Good), June 2007.

## Experience:

**\* April-2018 to Present: (HR & Administration Manager) Abdulatif Alissa Group – Autostar & Isuzu, Riyadh**

### Responsibilities:

- Foundation of HR Department& formulation HR policies and procedures & employee guide.
- Manage network branches (41 branch) & control cost besides monitoring government license related to branches.
- Drives all aspects of HR including recruiting and staffing, performance management, training, employee relations, compensation and benefits administration, and organize company events.
- Commit with government regulations & maintain high NITAKAT level.
- Support top management strategies in restructuring to reach the best organizational structure.

**\* Oct-2017 to Mar-2018: (Shared Service Personnel Manager) at Abdulatif Alissa Group – NAT, Riyadh**

### Responsibilities:

- Manage Employees services besides different department's requests.
- Manage Payroll transactions & different type of payments.
- Manage government relation & maintain updated & matched record to avoid any penalties.
- Control benefits & compensation policies & procedures & monitor HR projects.

**\* Oct-2014 to Sep-2017: (Compensation & Benefits Manager) at Abdulatif Alissa Group – NAT, Riyadh**

### Responsibilities:

- Control benefits & compensation policies & procedures, apply best practices.
- Manage staff performance evaluation & reflect results to different HR functions.
- Develop Grade & pay scale besides applying job analysis, evaluation & descriptions.
- Improve & manage Payroll process for better efficiency, update the current HR system specifications.
- Create new Per Diem policy & procedures, make international market study.
- Monitor different type of payments.

**\* Aug-2010 to Oct-2014: (Performance & Compensation Manager) at Riyadh Cables Group, Riyadh**

**Responsibilities:**

- Establishing performance management section within HR department.
- Set performance policies & procedures to affect other HR functions.
- Design grade & pay scale besides job analysis, evaluation & description.
- Control benefits & compensation policies & procedures, have a connection with performance results.
- Define the training needs through the performance evaluation results.
- Give the necessary recommendations to the management regarding department performance.

**\* Dec-2009 to Aug2010: (Human Resources Specialist) at Al Jedaie Group, Riyadh**

**Responsibilities:**

- Lead several HR projects to develop department performance.
- Design grade & pay scale, beside job evaluation & description.
- Develop HR policies & procedures related to different HR aspects.
- Create welcome program for new arrivals & new hiring besides employee handbook.
- Follow up internal training & provide training for new hires about the company & regulations.
- Follow the daily HR operations & provide team with necessary assistant & instructions.

**\* Jun-2009 to Dec-2009: (Benefits & Compensation Officer) at Energya Group - Hesham ElSewedy Trading Co.Ltd, Jeddah**

**Responsibilities:**

- Participate in HRMS projects, assist SAP Consultants to define the enterprise structure to build HR & Payroll system on SAP ECC6 (Human Capital Management) System.
- Applying benefits & compensation policy.
- Process leaves, business trip, end of services & other payments..
- Process medical insurance requests, make addition, deletion, changes, & reimbursement.

**\* Nov-2008 to Jun-2009: (Payroll Coordinator) at Haji Husain Alireza Group, Jeddah**

**Responsibilities:**

- Close the payroll monthly, prepare the reports & pay slip.
- Apply different payroll transactions & payments.
- Monitor employees' attendance & process day shift when necessary.

**\* Feb-2008 to Sep-2008: (Researcher) at Jordan Ahli Bank, Amman**

**Responsibilities:**

- Filter data gathered from different resources before entering it to the system.
- Participate in applying attendance projects.
- Participate in HRMS team to develop Oracles HR E-Business Suite system.
- Writing internal memoranda for HRMS section.

- Supervise on applicant while doing the recruitment test and provide assistant when needed.

**\* Jul-2007 to Jan-2008: (Administration Supervisor) at Al-Waha Nursery, Amman**

**Responsibilities:**

- Recruit staff overseas & arrange their accommodation.
- Process payroll monthly & several staff payments.
- Writing internal & external letters to make deals and order goods etc, coordinate with shipping companies to import goods and arrange for arrival dates.

**Professional Certificates:**

- HR World Board Licentiate / Fellowship Program (Dubai)
  - A. Certified Benefits & Compensation Manager
  - B. Certified Recruitment Analyst
  - C. Certified Competence & Performance Developer
  - D. Certified HR Analytics & Metrics Professional
- Balanced Scorecard through strategic planning (Saudi Arabia)
- International Computer Driving License (Amman)
- Oracle 9i: (SQL, PL-SQL, Designing Forms) (Amman)
- English Language: under the Supervision of the American University of Beirut (Amman)
- Web & Graphic Design (Amman)

**Recommendations & Award:**

- 1- Best HR project mentor award for the year 2016, Middle Earth HR, Dubai: Volunteer experience as HR projects mentor from September 2016 to Present.
- 2- Recommendation letter from the Dean of Faculty of Administration & Financial Science at Amman University.
- 3- Appreciation Certificate from Riyadh Cables Group of Companies.

**Languages:**

-Arabic: Mother Language

-English: Excellent

**References:**

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