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SUMMARY

- . Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits & compensation, HR records management, HR policies development and legal compliance**
- . Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports**
- . Human Resource executive who works with other executives to translate business strategies into HR actions that drive business results, management professional skilled in negotiating and administering labor agreements and arbitrating grievances.**

HR & Administrator SKILLS

- HR department startup**
- Staffing and recruiting professional**
- Interviewing expertise**
- Hiring and retention.**
- Compensation/Payroll**
- Payroll expertise**
- Compensation administration**
- Employee relations.**
- Regulatory compliance**
- Affirmative Action**
- Labor agreements**
- New hire orientation**
- Exceptional interpersonal skills**
- Performance management strategies**
- HR programs / Project management**
- Performance & Training management**
- Benefits administrator**
- Manage employee promotion and salary increase**
- Determining the annual requirement of staff**
- Manage everything related to human resources in Saudi Arabia**
- Preparing monthly and annual reports**

Projects:-

- **Recruitment Budget,**

Reduce the budget of recruitment and cost (20% - 35%) of the total

- **Employment Standards**

Selection of candidates with high employment Standards

- **Development of after school programs**

Developing school profits sources

Work on the following sites:-

<https://mci.gov.sa> (Ministry of Commerce and Investment)

<https://www.mol.gov.sa> (Ministry of Labor)

<https://www.taqat.sa> (National Labor Gateway)

<https://portal.elm.sa> (Muqem)

<https://www.expatriates.com>

<https://salamah.998.gov.sa> (Civil Defense)

<http://www.tbc.sa> (Tatweer Building Company)

<https://www.gosi.gov.sa> (Social Security)

<https://online.hrdf.org.sa> (Employment and Training System)

<https://najiz.moj.gov.sa> (Ministry of Justice)

<https://enjazit.com.sa>

<https://meras.gov.sa>

<https://www.tayseer.gov.sa> (A government committee established to help the private sector thrive)

<https://balady.gov.sa/>

Key Accountabilities:

- Solving HR dept. daily issues – disciplinary actions, work attitude ...etc.
- Motivate staff to achieve Team & individual target.
- Support & Manage HR Dept. during Dept. manager absence.
- Follow up job applications, Terms and conditions, Employment requirements.
- Organize and facilitate Management meetings.
- Provide the management - Department Monthly performance report.
- HR team weekly achieving reports.
- Monitor Costs and make sure it's within the budget.
- Problem solving, analyzing ...)
- Maintain and improve quality standards and guidelines and recommending procedures improvement.
- Annual reports to senior level of management.
- Assist in human resources planning.
- Review Employees contracts and make sure they matching labor office rules and regulations.
- Staff performance reports to the Director General.
- Department Manager Correspondence – externally & internally.
- Prompt action on employees' suggestions and complains.
- Assist senior management in Goals development.
- Communication with companies, contractors and maintenance.
- Negotiate purchase pricing.
- Aware of the terms of civil defense and the police for the issuance and renewal of licenses.
- Good Communication.

WORK HISTORY

- Halley International Schools (Abdullah Abdul Rahman Abunohaya Sons Group Co. Ltd.)
HR & Administrative Assistant
March 2017 till now
- Saad Specialist Hospital
HR & Administrative Assistant
February 2012 till February 2017
- Saad Specialist Hospital
HR Supervisor
November 1999 till February 2012

EDUCATION

- Bachelor of Business Administration - King Faisal University - graduated 2017.
- Programming diploma from Jordan – Arab College - graduated 1995.
- Course in accounting.
- Computer Courses – Word, Excel, PowerPoint ...

SPECIAL SKILLS

- Employee of the year Award – 2006.
- Self-motivation.
- Creativity.
- Leadership personality.
- Problem solving.
- Work within a team.
- Work under stress without tension.
- Can work : Morning, evening or late night

GENERAL INFORMATION

- Speak, read and write Arabic Mother Tongue, English very good.
- Married having 3 kids. (I live alone in KSA)
- Date Of Birth: October 10th 1973