

# Afnan Alsaarrani

Fundamentals of Religion | HR Manager  
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## Experience:

May 2024 | **HR Manager** at Riyadh pulse CO LTD | Present.

- Establish a salary ladder in accordance with the company's policy and standards Established employee databases.
- Created reports and designed organizational structures for the HR department.
- Establishing controls for internal policies and procedures such (medical insurance - business trips, salary increases - promotions)
- Develop policies, procedures and plans for the development and organization of the human resources department
- Processed payroll and ensured compliance.
- Managed and updated government websites related to HR.
- Manage of job tasks.
- Evaluated employee performances.
- Onboarding and Offboarding processes for employees.
- Set promotion standards.

Dec2023 |-May 2024 | **HR Manager** at Abdulaziz Abdullah Alothaim company .

- Developed the Dynamics program for HR functions.
- Established employee databases.
- Processed payroll and ensured compliance.
- Managed and updated government websites related to HR.
- Created reports and designed organizational structures for the HR department.
- Manage of job tasks.
- Evaluated employee performances.
- Onboarding and Offboarding processes for employees.
- Set promotion standards.

Nov2022 | **HR Senior** at Mohamed Abdullah alfadaghi company - part time job | Present.

- Governmental servies (muqem- Qiwa – social insurance -mudad- chamber of commerce)
- Attracting cadres and employment.
- Archive employees files and verification.

Jan2023-Dec2023 | **HR Operation Manager** at Tajheez Almoeddat.

- Task Management & Performance: Overseeing job assignments, monitoring progress, and conducting performance evaluations for employees.
- Career Development & Compensation: Establishing promotional paths and salary structures, fostering the growth of the HR department and team.
- Recruitment : Selecting qualified candidates based on defined criteria.
- Leave & Benefits Administration: Approving vacation requests, promotions, loans, and salary disbursements.
- Policy Development : Creating and regularly updating a comprehensive company policy manual.

Dec 2021-Jan2023 | **HR Specialist** at Beez logistics.

- Operation elaboration wages and refinement leave entitlements and end of service.
- Working on governmental services (Muqem - Qiwa - Social insurance – Mudad - Chamber of commerce - Human resources ministry system) attracting cadres and employment.
- Archive employee's files and verification.
- Preparation ration and pursuing procedure of affairs and employee's relationship.

Jan 2020-Dec 2021 | **HR officer** at Roasted way Restaurant.

- Working on governmental services (Muqem - Qiwa - Social insurance – Mudad - Chamber of commerce - Human resources ministry system) attracting cadres and employment.
- Improve communication and collaboration.
- Hiring a new employee
- Preparation ration and pursuing procedure of affairs and employee's relationship.

Dec 2018-Dec 2019 | **Administrative Specialist** at Fahad Almeegel company.

- Administrative Assistant.
- Data Entry section.
- File Management.

Mar 2018-Nov 2018 | **Administrative Assistant** at Future Knowledge Int. Schools.

- Document Management
- Document Backup & Archiving
- Office Management

### **Education:**

2018 | Bachelor Degree: Fundamentals of Religion Imam Muhammad Ibn Saud University.

### **Initiatives:**

2019| Human Resources Course in PNU.

2015 | Attending international conference on cloud computing (iccc15).

2015 | Attending the Global Conference & Exhibition for Training & Development sponsored | by the minister of education Dr. Azam AlDakhil.

2015| Attending lecture (Understanding of Personal Types) | by Teacher. Wardh Alwaeli.

### **Personal skills:**

- Knowledge of HR systems and databases.
- Ability to architect strategy along with leadership skills
- In-depth knowledge of labor law and HR best practices
- Competence to build and effectively manage interpersonal relationships at all levels of the company.

### **Languages:**

- Arabic (Native)
- English (intermediate)