

Maha Kuhaylan Al-Otaibi

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Address: Riyadh

Objectives:

Management position where I can effectively utilize my expertise in HR ,and a main skills: potion that will enable me to use my strong organizational skills, communication skills, and my ability to work well with people.

Work experience:

IMDAD Gas Company

HR Manager (present)

Duties and responsibilities:

- Building the internal Regulations & policies for Human Resources Management.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations.
- preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Ensure HRMS system is update and no position is created if not as per the budget.
- Ensure all legal documents are delivered within 3 days from joining and all of them are under sponsorship of the company.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Improved the Separation and End of Employment Process; Resulting process is smooth and speedy; Employee Rights are ensured and compliant with Saudi Labor Laws.

Bahr Almontajat Company (Nice One)

HR Specialist (6 Month)

Duties and responsibilities:

- Automating employee files. Preparation of reports for document deficiencies.
- Monitoring employee document. Filtering CV's , scheduling, and conduct initial interviews.
- Interviews of candidates in cooperation with departments managers.
- Preparation of reports for candidate's evaluation after the interviews.
- Monitoring recruitment procedure.
- Working on government's websites (e.g. GOSI, Mudad ...etc).

Achievement:

- Establishing archive from scratch.
- Creating the attendance form.
- Creating JD Documentation for all jobs.
- Wrote a letters.
- Design certificates, staff card and national day card.

Training in HR department at Riyadh Chamber : 5 month

- Processing attendance report, receiving and inserting permission requests into the ERP system.
- Submit vacation reports and medical reports into the ERP system.
- Add and Dly employee in medical insurance, update their information.
- Adding and amending employee data in the system.
- Writing administrative decision (e.g. appointment, mandate, redeployment, committee member).
- Automate decision report issued for employees.
- Updating organizational chart.
- writing minutes of meetings.
- Scheduling and interviewing job candidates.
- Reviewing K.P.I's card with strategy department.
- Preparing a roster of training institutes according to the training needs.
- Preparing a roster of the training course and publishing it on the internal website. –
- Calculating overtime, deductions, end of serves bonuses.

Achievements:

- Participation in the succession project.
- Automate 50 files per-day.

Qualification:

Imamu Mohammad Ibn Saud Islamic University / Baccalaurean Degree of Human Resource Management.
GPA: 4.48 From 5

Courses:

- Introduction to Human Resource Functions.
- Project Integration Management.
- Labor Education according to Saudi Labor Law.

Personal Skills:

- Communication, listening and negotiation skills.
- Leadership and team management.
- Planning and development of strategies, budget and goals.
- Organization skills.
- Development of regulations.