

Majed Saif Alsubaie

Human Resource Team Leader

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CAREER OBJECTIVE

I work responsibly in order to harness my experience and knowledge with a strong motive to work and gain experience to benefit from the qualifications, skills and experiences I obtained to be an addition to the organization which I work guarantees me and has a bright future .

EDUCATION

Human Resource Management 2015 - 2017
Institute of Public Administration
📍 Riyadh

LANGUAGES

Arabia
English



AWARDS

Certificate of Thanks and Appreciation Jun 2017
Kudu company for food and catering

COURSES

Time Management 2018
Institute of Public Administration

Computer science and office administration 2017
Zarqa Institute

Self-development and change methodology 2017
Motmaenh Center

PROJECTS

Policy and procedures
Employee Hand Book
Standard Operating Procedure (SOP)
Employees Satisfaction evaluation
Employees Engagement
Trining need analysis

WORK EXPERIENCE

HR operation Team Leader May 2022 - Present -
National Agricultural Development Company
📍 Riyadh
Managing HR Operations in Saudi Arabia and the Gulf
Employee services
Administrative investigations
corrective actions
Develop human resource policies and procedures
Cooperating with legal affairs to comply with the procedures with the Saudi Labor Office working on a project to prepare a job description for employees
Work on exit interviews and analyze them to develop the work environment
Internal communication to serve employees in discounts and external advantages with partners
Preparing monthly and annual reports to serve the analysis of the work environment
Finding and solving problems to ensure a healthy and attractive work environment

Human Resource Specialist Jun 2021 - May 2022
Beja Food Industries Company
📍 Riyadh
Acting HRBP & Human Resources Team Leader
Employee Relations
Administrative investigations
corrective actions
Develop human resource policies and procedures
Cooperating with legal affairs to comply with the procedures with the Saudi Labor Office
Create an employee handbook
working on a project to prepare a job description for employees
Work on exit interviews and analyze them to develop the work environment
Internal communication to serve employees in discounts and external advantages with partners
Preparing monthly and annual reports to serve the analysis of the work environment
Finding and solving problems to ensure a healthy and attractive work environment

Human Resource Specialist Jun 2018 - Jun 2021
Saudi Royal Court
📍 Riyadh
2019-2021
HR Operations Department
Introducing new employees to the work environment
Employee Relations
Attendance and Department
corrective actions and letters
HR internal communication
Ensure the human resources policies to preserve the rights of the employee and the rights of the organization
Internal communication to serve employees in discounts and external advantages with partners

REFERENCES

Fawaz Almojel

HR Director
Baja
0592149359

Fahad AlFraid

HR Director
Nadec
0590016331

2018-2019

Talent Acquisition
doing interviews
Candidate evaluation
Preparing and presenting job offers
job description
Preparing job contracts
Create job numbers
modify data on the system
(introducing employees to the facility (onboarding

Assistant Housing Manager

Kudu company for food and catering

📍 Riyadh

:Responsibilities
Fleet and transportation
Security and Safety
Housing maintenance
Receiving the new employees
medical check up and health cards
renewing password and Iqama
annual vacation request
make monthly reports

Jun 2013 - Jun 2017

