

Contact HR Consultant for CV No: 340018

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**Professional Background**

Human resources information systems with 5 years of experience in Al-Arrab contracting company managed in average over 3000 employees in accordance with project requirements and needs. Monitoring of manpower efficiency, forecasting and planning of financial budgets to meet Project Portfolio. I am responsible, reliable, professional, excellent analytical and problem solving skill, able to motivate employees and always keen on professional progression, further 4 years sales experience

**Professional Experience**

7/2016 to Present: **AUTOMATED SERVICES INC, “**[Carrollton, TX 75006](http://www.taxbuzz.com/find-the-best-tax-accountants/texas/carrollton)”

Certified public accounting (CPA) firm located in Dallas, Texas. Offer strategic financial solutions, full-service accounting services, and business consulting on various levels.

**HUMAN RESOURCE Coordinator**

* Partners with Payroll and Finance directors and their clients to analyze work process design and flow.
* Responsible for accounts payable and accounts receivable; coding, data entry and generating checks.
* Maintaining Clients banking information with accuracy and confidentiality.
Prepared detailed reports for management
* Complete payroll for over 80 accounts on weekly, bi-weekly, and monthly basis through QuickBooks system.
* Analysis and preparation of various financial and statistical reports for both internal use and as required for external clients
* Verify all Clients Status change in Namely HRIS systems.
* Ensure payments are correctly posted to the Client`s account.
* Prepare income tax return forms for clients.

10/2011 to 7/2016 **AL-Arrab Contracting Company (ACC), “**Jeddah, KSA”

Is a class “A” General Contracting Group in Kingdom of Saudi Arabia, It participated and is contributing to build more than 3,500,000 m2 around the Kingdom in different infrastructural domains ,where I worked in 2 projects the Aircraft maintenance project and High speed railway project.

**\*TAL-JV Aircraft Maintenance Hangars Project**

Aircraft Maintenance Hangars will be one of the largest Maintenance, Repair and Operation facilities in the region, I have gained an extensive experience working with joint venture.

1/ 2016 to 7/ 2016 **Information system and reporting**

* Audited all staffing debits notes issued by ACC to the JV management.
* Generated the Project Manpower Billing Calculation Report on monthly bases for JV.
* Calculated the attendance and OT for each employee.
* Generated Monthly Progress Report/ Manpower Report on monthly bases for ACC.
* Generated Labors Working Hours per Cost Code Report, monthly for JV.
* Monitored the implementation of Admin policies and ensuring its compliance with the JV agreement and being consistent across all staff members.
* Monitored Accommodation cost and ensuring efficient utilization.
* Provided support to contracts and claims department for all issues related to admin and government legalizations.

 **\*Al-Haramin High Speed Railway Project**

Al-Haramin High Speed Railway Project (HHR) From Mecca to Medina with project length of 449 Km. I have gained an extensive experience within construction industry.

10/ 2011 to 1/ 2016 **HUMAN resource Information system**

* Prepared presentation for CEO on regular basis regarding the cost center of the manpower and demobilization plan using Excel pivot tables, formulas (v-lookup) and charts.
* Prepared weekly PMO meetings; captured meeting decisions and content for manpower movement and timeline into Excel based tracking logs.
* Monitored project progress by creating tracking tool using Microsoft operating systems time line and Excel tracker template
* Maintained work structure by updating job requirements and job descriptions for all positions into Oracle E-Business suite program.
* Analysis manpower cost for 12 departments on monthly bases by using Excel financial functions and charts
* Revised and update organizational charts by different departments using Microsoft Visio.
* Ensured manpower movements are in accordance with the approved organization chart.
* Planned and forecasting needs for work force based on project plan requirements by Extensive Excel work using pivot tables and complex formulas.
* Prepared annual performance appraisal report.
* Managed team of four Administrators.

***Selected Accomplishments:***

* Achieved significant reduction in manpower movement, planned project duration and project financial budget by improving staff utilization
* Responded to organizational change and provided support to managers in effectively executing change management plans
* Provided overall responsibility for payroll processing for over two thousand staff by providing status of manpower.
* Implemented new Incentive policy with effective controls, resulting in greater efficiency for manpower.

10/ 2009 to 10/ 2011 **Office one super stores**, “Amman, Jordan” a store with wide range of IT products provides customers IT and Office equipment.

**Corporate Sales:**

* Reported daily to CEO regarding to sales and inventory.
* Communicated regularly with corporate account clients via email and telephone
* Managed a corporate key account.
* Maintaining client information and appointments in customer relationship Management (CRM) software.

**Assistant Manager**:

* Managed retail store cash flow, including bank deposits.
* Operated retail store inventory system.
* Supervised and trained store Sales Assistants.
* Created work schedules for store staff

4/ 2008 to 10/ 2009 **PC Zone (Computer Solutions)**, “Amman, Jordan”

**SALES ASSISTANT**

* Customer service on one to one basis, telephone, email queries
* Assist customers with product selection and suggest merchandise according to needs
* Respond to customer inquiries.

**Social Skills**

* Ability to deal with decision makers and their immediate staff.
* Ability to deal effectively with large volume of information.
* Ability to effectively cooperate with other specialists in the project management.
* Proficient in providing valuable decisions and taking feedback from employees.
* Highly critical thinker with effective researching skills proven through work experience.
* Flexible [team player](http://talentegg.ca/incubator/2013/11/15/the-4-personality-types-of-the-dream-team/) who prospers in a fast-paced work environment

**Technical Skills**

* Operates Oracle E-Business Suite HCM Software.
* Operates SAP HCM Software.
* Operates Microsoft operating systems Time line and Visio with excellent proficiency
* Operates QuickBooks proficient
* Operates Office software (Word, Excel and Power Point).
* Operates SPSS use for collating and analyzing data.
* Operates QuickBooks Enterprise Solutions.
* Employment tax knowledge.

**Education**

8/ 2003 to 1/ 2008 **Al-Balqa ‘Applied University**, “Amman, Jordan”

* Bachelor Degree in Management Information System
* Passed Competency exam
* Complete graduation project using oracle database SQL

**Languages**

* English: Fluent
* Arabic: Native