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|  | **KHALIL** **Khalil.363084@2freemail.com** |
| **PERSONAL INFORMATION** |
| JordanianNovember,1st 1985SingleArabic & EnglishTransferable Iqama (KSA)Riyadh, KSA | * Nationality:
* Date of Birth:
* Marital Status:
* Languages:
* Visa Status:
* Address:
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| **CAREER OBJECTIVE** |
| A rewarding career in HR & Recruitment in a respectful organization where I can continue to both develop my current skills and expand my knowledge. |
| PROFESSIONAL SYNOPSIS |
| * HRBP course attended with Morgan International (official test on March).
* Member of the Society for Human Resource Management since June 2014.
* Certified Sniperhire Recruitment Software user by Cazar.
* More than six years of experience in HR – Talent Acquisition Management.
* Two years of experience in Hotels.
* Certified SHL Assessor from SHL – UK Training Academy.
* English language courses at ***YCC*** English Language School in Jordan.
* Excellent communication, interpersonal and problem solving skills.
* Ability to work in multinational and cultural environment.
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| ACADEMIC CERTIFICATES |
| * Bachelor’s Degree in **Hotels Management** from the Hashemite University in Jordan – January, 2008.
* Certified SHL Assessor from SHL – UK Training Academy – January 2013.
* English language courses at Yarmouk Cultural Center – English Language School in Jordan – February 2008.
* High School certificate in scientific stream from Al-Faisal Secondary School in Saudi Arabia, obtained 94.90 % – June, 2003.
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| WORK EXPERIENCE |
| * **Experts for Business Solutions Riyadh/Dubai**

**Senior Human Resources Officer (February 2015 – Present)*** + - * Manages the day-to-day operations of the Human Resource office.
			* Responsible for managing the administration of the Human Resources policies, procedures.
			* Monitor current processes and identify ways to improve these processes and systems.
			* Manages all governmental portals (MOL Portal, Muqeem, Ajeer and Tamm).
			* Conduct employee orientation, development, and training.
			* Request and revise any HR related letters.
			* Continually develop and maintain HR policies and procedures.
			* Assists with the implementation of the performance management system that is conducted on an annual base or at the end of a new employee probationary period.
			* Development of a recruitment plan that would lead a well qualified workforce.
			* Develop recruitment process to ensure smooth & timely operations.
			* Reviewing recruiting analysis and reports; recommending improvements for recruiting strategies and practices to Human Resources management based on reports findings.
			* Build a relationship with local & overseas recruitment agencies.
			* Conduct applicant interview and ensure selecting best candidate in close co-operation with line managers.
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| * **Dar Al Riyadh CONSULTANTS (DAR) Riyadh, Saudi Arabia**

**Talent Acquisition Specialist (December 2013 – February 2015)*** Manage requisitions in the “Recruitment Management System”.
* Source candidates through a variety of channels.
* Schedule and conduct interviews.
* Administer pre-employment tests and reference checks.
* Prepare candidate information packages, including travel arrangements.
* Make informed selection recommendations to hiring managers.
* Create offer packets and extend employment offers.
* Coordinate online employer branding projects, including social media profiles.
* Active in online social networking in a recruiting capacity.
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| * **Al-Arrab Contracting Company (ACC) Riyadh, Saudi Arabia**

**Talent Acquisition Specialist – Recruiter (July 2009 – November 2013)**Cover the company needs of employees (all levels) when receiving position requisitions from the hiring managers in order to start the recruitment process by placing advertisements and searching for suitable candidates depending on various properties, making preliminary interviews with them, submitting resumes with the required documents to the line managers, arranging interviews for the shortlisted candidates, presenting job offers depending on HAY scales & company policies, preparing employment contracts, and issue business visit visas if needed. |
| * **Sheraton Riyadh Hotel & Towers Riyadh, Saudi Arabia**

**Guest Service Agent (October 2008 – July 2009)**Greeting and registering guests, guest check in & check out, making & modifying reservations for rooms & restaurant, providing outstanding guest service during their stay, settling the guest’s account upon completion of their stay, and receiving complains & dealing with it. |
| * **Al-muthana Hotel Riyadh, Saudi Arabia**

**Receptionist (March 2008 – October 2008)**Receiving calls, making & modifying reservations for rooms & restaurant, guest check in & check out, arranging Honeymooners room setup, and receiving complains & dealing with it. |
| * **Days inn hotel & suites Amman, Jordan**

**Trainee (October 2007 – January 2008)**I've Started the first month of the training in the Food & Beverage section. Then, in Front Office & Reservation section for the second month. After that, I moved to the House Keeping & Laundry section for two weeks, Purchasing section for one week, Store section for one week, Human Resources section for two weeks and finally in the Accounting & Finance section for two weeks. |
| * **Popeyes Restaurant Amman, Jordan**

**Filler (November 2005 – June 2006)**I receive the customer's order from the cashier and distribute it in the kitchen area as tasks depending on the customer's order. Then, I arrange the order for the customer as per his request (dine in, take away & home delivery). Finally, I hand it over to the customer, waiter or deliveryman. |
| **COMPUTER SKILLS** |
| * Sniperhire Recruitment Software.
* MICROS – Fidelio (Hotels Software).
* SKY (Front Office System).
* Windows and Microsoft Office Applications.
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| **OTHER INFORMATION** |
| **HOBBIES*** Traveling, Camping, Bowling and Driving.
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| **PERSONALITY*** Accepts responsibility.
* Good team leader.
* Well organized, interactive & sociable.
* Flexible and reliable.
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| **REFERENCES** |
| References are available upon request. |