**TALAL**

[**TALAL.363831@2freemail.com**](mailto:TALAL.363831@2freemail.com)

**HR PROFESSIONAL**

Training & Development Management / Employee Relations

* Offering a record of increasing organisational efficiency and productivity improvements
* Streamlining operations by instituting advanced HR policies and practices

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AN OVERVIEW\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Versatile, high-energy professional who supports and enhances Human Resources initiatives by driving results and contributing to team efforts by accomplishing established goals **majorly in Facility industry**. At present working with **Saudi Oger Ltd. (Saudi Arabia) as SENIOR HR GENERALIST.** Expertise in **maintaining harmonious employee relations** among management & workers through efficient administration, *thereby ensuring resolution of employees’ grievances*. Hands-on experience in **overseeing the recruitment process** including resume generation, screening and short-listing, salary negotiation, induction, etc. Adept at conducting training programs towards enhancing employee productivity and building committed teams. Proficient in effectuating advanced HR practices like **Training & Development, Competency Mapping, Performance Management, etc**. Skilful in **payroll management** i.e., processing of payroll for employees, ensuring accuracy of approved timesheets, etc. Adept at **people management**, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment. An enterprising leader with **good communication and people management** skillsthat have been honed through managing multi skilled teams.

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| --- | --- |
| **Areas of Excellence:**   * HR Policy Execution * Recruitment * Payroll Management * Training & Development * Employee Relations / Welfare * Manpower Planning * Performance Management * Budget Reduction * HRMS / HRIS * Coordination & Liaison | **Leadership Attributes:**   * Driven to succeed and excel * Innovative in thought and solutions * Problem solving * Persuasive Communicator |
| **Has Handled:**   * Audit & Compliance * Interdivisional Coordination * Team Management * Process Enhancements * Security & Legal Compliances |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMPLOYMENT SCAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Since Feb’10: Saudi Oger Ltd., Various Locations / Projects**

**Growth Path:**

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| --- | --- | --- | --- |
| Feb’10-Jan’12 | Coordinator Employee Relations | – | Princess Noura University (PNU), Riyadh |
| Feb’12-Nov’12 | Senior HR Generalist | – | King Abdullah Project 1 (KAP 1), Riyadh |
| Nov’12-Feb’15 | Senior HR Generalist | – | King Khalid International Airport (KKIA), Riyadh |
| Mar’15-Dec’16 | Senior HR Generalist | – | Prince Mohamed International Airport (PMIA), Madina Al Munawarah |
| Jan’17-Till Date | Senior HR Generalist | – | King Abdullah Project 1 (KAP 1), Riyadh |

*Work Description: (PMIA, KKIA, and KAP 1)*

* Taking care of wide gamut of tasks involved in HR operations of the airport within the authority of Saudi Oger.
* Planning human resource requirements in consultation with heads of different departments and overseeing the recruitment process for sourcing the best talent from diverse sources.
* Generating payment vouchers (Vacations, allowances, reimbursements, final settlement etc.), & passing it to Finance.
* Performing Monthly payroll on site and passing it to HOB payroll section for system entry and payment.
* Preparing Monthly reports (Manpower Data Base, Vacancy, Summary, and Over Time Budget).
* Updating Human Resource Information Systems: Smart Term & Enterprise Resourcing Planning (ERP: Oracle)
* Providing guidance to employees on inquiries related to benefits and internal policies.
* Meeting project requirements in terms of employee promotion & other special requests.
* Handling employee relieving formalities and ensuring completion of exit interviews, final Exit Visa, final settlement etc.
* Raising monthly reports to head office about IQAMA’s, Medical insurance that should be renewed.
* Following up medical claim reimbursement with insurance and accounting department.
* Following up the issuance of Security ID Badges for KKIA and PMIA with concerned staff.
* Coordinate with manpower section for de-mobilizing PMIA project manpower by filling vacancies in other sites.
* Assisting the Senior Director HR Operations in achieving HR strategic and objective goals.

*Work Description: (KKIA)*

In addition to PMIA and KAP1tasks I was responsible for:

* Controlling the daily operational activity of all HR Team with project population of 1963 billable positions.
* Enforcing security functions in the restricted area.
* Meeting client (Government) requirements in terms of recruitment, and sourcing best talented candidates.
* Ensured compliance with HR related contract clauses related to the airport project.
* Efficiently negotiated the process of handover KKIA project to the new contractor with the government (GACA).

*Work Description: (PNU)*

* Providing guidance to employees on inquiries related to benefits and internal policies.
* Deftly recorded & maintained employee information on HRIS System as well as Personal File.
* Maintained Government State Documents; ensured its validity such as IQAMA, Visa, Passport, CCHI, Medical Insurance, etc.
* Carried out prompt, comprehensive and fair investigations; *also developed accurate written reports of investigations.*
* Held accountable for preparing employee separation notices and related documents/correspondence.
* Conducted exit interviews to determine reasons behind separations.
* Actively participated in employee relations issues i.e. on-boarding, terminations, vacation, performance & medical claims; *worked in close relation with various departments to ensure the smooth running of all processes.*

**Mar’08-Jan’10: Oger Dubai LLC., Dubai, UAE as Personnel Administrator – Head Office**

* Providing guidance to employees on inquiries related to benefits and internal policies.
* Receive and process all type of leave and service requests.
* Collaborated with the Ticketing Department to get vacation leave/mission tickets.
* Kept regular follow-up with the Public Relation Office for Labour Card Issuance/Renewal, Change Profession and Run Away.
* Coordinated with all relevant sites in case of employee transfer or relocation.
* Reviewed business trips expenses and processed it to accounting.
* Provided support to the Section Head in all of the related tasks.

**Jan’06-May’07: International Computer & Communication, Lebanon as an IT Administrator**

* Install, repair and troubleshoot problems associated with Microsoft Windows 9/NT/2000/XP, software applications, in addition to peripheral devices such as printers and scanners.
* Backup user account management, end-user e-mail setup, internet access, office system, and applications support.
* Diagnosing and resolution of LAN problems in domain or workgroup environment.
* Install & configure new servers, and upgrade the existing servers.
* Troubleshooting, diagnosing and resolving client and server side problems for all the different companies that have a maintenance contract with ICC.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EDUCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bachelors in Management - Information System** in March 2007

Business & Computer University (BCU), **Lebanon**

**BT3 Official Degree in Computer and Accounting in October 2002**

***IT Forte:*** *Conversant with Enterprise Resource Planning System (ERP), MS Office (Word, Excel, PowerPoint & Access), and Internet Applications*

**\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Internet Security and Acceleration Server 2004,** Lebanon 2007

**Microsoft Certified Professional (MCP),** Lebanon 2007