**Ehab**

**Ehab.373892@2freemail.com** ****

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**CAREER OBJECTIVE**

To seek a position in an organization suited to my abilities and giving my best performance which will benefit the company I join. To be a part of an organization wherein I can use my skills, strong educational background and my efficient interactive abilities, and to co-operate and work well with people.

**Areas of Expertise**

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| * *Human Resources Management*
* *Team building & Training*
* *Business Administration*
 | * *Recruitment*
* *Employee Services*
* *All front – end services*
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**Professional Experience**

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| **HR Administrator — Pioneers of Excellence Company - Riyadh (KSA) Almost 4 Years (2013 – 2017)** |  |

* 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; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* 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 planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
* 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.

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| **HR Administrator - House of Gulf Motors Co. (A company of Al Sayer Group) — Riyadh (KSA) Almost 2 Years (2009 – 2011)****HR Manager - House of Gulf Motors Co. — Riyadh (KSA) Almost 2 Years (2011 – 2013)** |
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 **HR Specialist - Al Husaiki Group — Riyadh (KSA) Almost 3 Years (2006 – 2009)**

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**English Translator & Administrative Coordinator - Al Yamama Company for Trading & Contracting – Dammam – Almost 3 years (2003 – 2006)**

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**Sales & Reservation Employee – Grand Plaza Hotel (5 Stars) – Hurghada (Egypt), Almost 3 years (2000 – 2003)**

**Key Strengths**

* Computer competent. Proficient in using Microsoft Office, Excel, Outlook, PowerPoint, and Word, etc.
* Consistently striving for continuous improvement whilst ensuring a high level of professionalism.
* Can work collaboratively and communicate effectively with team members at all levels.
* Demonstrated ability of working on own Initiative and sense of personal ownership.
* Dependability, Work Ethic, Honesty, External Communication & Team Leadership.
* Open minded and flexible with the ability to think outside the box.
* Ability to take responsibility in emergency situations.
* Policy Adherence & Awareness.

**Personal Details**

* **Education :** Bachelor degree of English language.
* **Date of Birth :** 1st of Nov, 1975
* **Name :** Ehab
* **Marital Status :** Married .
* **Religion :** Muslim.
* **Language Known :** Arabic & English.
* **Hobbies :** Traveling, Sports & Video Games.
* **References :** Will furnish upon request.
* **Driving License :** Saudi driving license