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**RUDY**

[Rudy.379693@2freemail.com](mailto:Rudy.379693@2freemail.com)

**HUMAN RESOURCE PROFESSIONAL**

**High-Growth Organization | Generalist | Turnarounds | Change Management**

* Strategic and innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth and employee engagement.
* Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization’s greatest assets.
* Professional with a wide range of knowledge and skills, using all available resources to supply the change and improvement of the organization if needed to achieve value-added goals.

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**Signature HR Qualifications**

* **HR Best Practices**
* **Employee Relations**
* **Talent Acquisitions**
* **Staff Coaching & Mentoring**
* **Organizational Development**
* **Employee Performance Improvement**
* **Leadership Management**
* **HR Policy, Process & Procedures**
* **Change Management**

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**Professional Experience**

**DETECON AL-SAUDIA COMPANY LIMITED | Riyadh KSA – Telecommunication | February 2015 – February 2018**

**HR Project Coordinator –** Acted as the HR Coordinator of the project with more than 500 employees. Worked in partnership with Director of Project Management Office to create, implement and manage improved HR strategies, services and programs to support the workforce during the downward trend and large-scale turnaround effort.

**Achievement: Awarded as the CHAMPION in Companywide “Detasad Idea Challenge” – June 2017**

* Got approved with the idea being proposed – **Company-Employee Website** and **SAP Development.**
  + - * Improvement of the procedures within the project according to employee booklet to support the main HR Department in processing such requests from field staff.
      * Analyzed all organization requirements which results to the compliance of all legislations and contract with the client.
      * Enhanced and created the proper coordination between main HR Department and the company’s business units.
      * Successfully reduced the cost being spent by the project by analyzing the compensation and benefits being given to employees based on legal and contractual obligation.

**FURSAN TRAVEL AND TOURISM LLC | Riyadh KSA – Travel and Tourism | January 2012 – December 2013**

**Human Resource Supervisor –** Transformed HR procedures and records into a strategic way and managed 3 employees.

* **Recruitment and Staffing**: Drove transition to outdated HR manual procedure into an Enhanced manner. This automates the data being extracted while streamlining HR daily functions.
* **Performance Management & Evaluation:** Initiate and introduced the up to date way of doing the performance appraisal and assessment which includes career coaching and the understanding of its importance to employee’s growth.
* **Employee Records and HR Filing system:** Put all data in their proper places that impacted the daily functions of HR Department. Organizing the filing of employee’s passports and residence ID records and eliminate the unnecessary documents in the 201 file.

**Alorica PHILippines | Manila, Philippines – Telecommunication & Technical Support | March 2011 – January 2012**

**Recruitment Officer**

* Provided support in handling recruitment process; from phone screening, personal interviews and shortlisting of applicants.
* Involved in the proper distribution of shortlisted applicants into the appropriate department where their skills and knowledge will fit in.
* Lead a team of 5; introduced the professional way of handling an interview and test administration.

**BATANGAS – LAGUNA AUTOCENTER INC. | Philippines – Sales | December 2009 – September 2010**

**Area Sales Supervisor**

* Introduced the product benefits and advantages and prepared strategies to meet the sales quota by converting leads to sales.
* Found out prospective customers/clients and new target segment and penetrate sales in that area.
* Took participation in trade shows, exhibitions, networking with local associations to promote the product.

**TELUS INTERNATIONAL PHILIPPINES| Philippines – Business Processing Outsource | April 2009 – October 2009**

**Human Resource Officer**

* Handled administrative tasks assigned most especially Human Resource task such as payroll, compensation and benefits, employee relations, HR records and filing.

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**Educational Attainment**

**Bachelor of Science in Psychology**

Batangas State University; Philippines

June 2004 – March 2008