

Saeed Ali

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HR Specialist

PROFESSIONAL SUMMARY

Dedicated **HR Specialist** with expertise in Talent Acquisition, seamlessly coordinating recruitment processes from job posting to initial candidate screening. Proficient in crafting comprehensive job descriptions and collaborating with hiring managers. Adept at facilitating smooth onboarding experiences, conducting orientation sessions, and preparing materials. Skilled in HR administration, implementing HRIS systems, and maintaining personnel files. Proactively address employee inquiries, assist in conflict resolution, and contribute to employee engagement initiatives. Support training and development programs, ensuring effectiveness through logistics coordination and feedback analysis.

Professional Skills and Interests:

- **Talent Acquisition Coordination**
- **Onboarding Facilitation**
- **HR Administration Proficiency**
- **Employee Relations Expertise**
- **Training Program Support**
- **Recruitment Process Optimization**

PROFESSIONAL EXPERIENCE

Ministry of Municipal and Rural Affairs and Housing.
HR Specialist (trainee)

3 / 2022 – 6 /2023

- **Talent Acquisition Support:** Coordinated and participated in the recruitment process, from posting job openings to conducting initial candidate screenings. Assisted in the development of comprehensive job descriptions and collaborated with hiring managers to identify key competencies for various roles.
- **Employee Onboarding and Orientation:** Facilitated seamless onboarding experiences for new hires, ensuring a smooth transition into the organization. Conducted orientation sessions, providing valuable insights into company culture, policies, and procedures, while also assisting in the preparation of onboarding materials.
- **HR Administration:** Managed a variety of HR administrative tasks, including personnel file maintenance, data entry, and documentation. Assisted in the implementation of HRIS systems, contributing to the digitization and organization of employee records for increased efficiency.
- **Employee Relations Assistance:** Responded to employee inquiries and concerns, demonstrating a proactive approach to addressing issues. Assisted in the resolution of minor conflicts, fostering a positive work environment. Collaborated with senior HR specialists to implement employee engagement initiatives.
- **Training and Development Support:** Contributed to the design and delivery of training programs aimed at enhancing employee skills and knowledge. Coordinated logistics for training sessions, tracked attendance, and gathered feedback to continuously improve the effectiveness of the training programs.

EDUCATION

Jeddah International Institute
Human Resources Diploma (2022)

COURSE AND CERTIFICATES

- I have a degree in a license (practitioner) in the field of Occupation Safety and health From Kwader
- I have a Professional license from OSHA Academy 30 hours.
- I have a first aid course from the Red Crescent Authority.

OTHER RELEVANT INFORMATION

- **Languages:** English (Good), Arabic (Fluent)
- **Computer Skills:** Microsoft Office,
- **Technical Skills:**
 - Communication
 - HR Project Management
 - Human Resources (HR)
 - Interpersonal Communication
 - Onboarding
 - Payroll Administration
 - Presentation Skills
 - Presentations
 - Talent Management
 - HR Policies
 - Recruiting
 - Employee Relations