

OBJECTIVE

Dedicated and analytical professional aiming for an HR Manager and Legal Representative position to utilize a comprehensive understanding of labor laws and HR best practices in fostering a positive work environment, ensuring legal compliance, and effectively managing employee relations.

PERSONAL INFORMATIONS

Nationality: Saudi Arabia
Address: Al-Shula, Dammam, Saudi Arabia
Date of Birth: February 1996
Mobile Number: 054 940 6835
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EDUCATION

Master’s Degree of Commercial Law – Applied Sciences University of Bahrain **Present**
Currently completing a master’s degree of Commercial Law from the Applied Sciences University of Bahrain, with expected graduation in September 2025. The curriculum offered an advanced and practical understanding of commercial legal principles, encompassing key areas such as corporate law, commercial contracts, international trade regulations, intellectual property, and dispute resolution mechanisms. This intensive program has prepared me to navigate complex business legal challenges and ensure robust compliance.

Bachelor Degree of Law – Al-Asalah Private Colleges **May 2020**

LANGUAGES

Arabic: Native Language
English: Fluent Reading, Writing and Speaking

WORK EXPERIENCE

Sadeen Arabia Real Estate **Jan 2020 - Present**
HR Manager – Legal Representative

- HR Manager Duties:**
 - Develop, implement, and oversee all HR policies, procedures, and programs in alignment with organizational goals and Saudi Labor Law.
 - Manage the full employee lifecycle, including recruitment, onboarding, performance management, compensation & benefits, training & development, and offboarding.
 - Lead talent acquisition efforts, including sourcing, interviewing, and selecting candidates, and ensuring a robust talent pipeline.
 - Oversee payroll processing in coordination with the finance department, ensuring accuracy and compliance with wage regulations and end-of-service benefits.
 - Champion employee relations, fostering a positive work environment, addressing grievances, and resolving conflicts effectively and fairly.
 - Develop and implement performance appraisal systems, ensuring regular feedback and professional development opportunities for employees.
 - Manage employee benefits plans, including health insurance, social insurance (GOSI), and leave management, ensuring full compliance.
 - Drive Saudization initiatives and ensure continuous adherence to government quotas and regulations.
 - Develop and implement HR strategies that support business objectives, enhance employee engagement, and promote a high-performance culture.
 - Maintain accurate and confidential HR records, reports, and documentation.
- Legal Representative Duties:**
 - Ensure the company's full compliance with the Saudi Labor Law, Ministerial Decisions, and other relevant Saudi Arabian laws and regulations.
 - Act as the primary legal point of contact for all HR-related matters, providing expert legal advice and guidance to management and staff.
 - Draft, review, and negotiate various legal documents, including employment contracts, non-disclosure agreements, termination agreements, and other HR-related legal correspondence.

- Represent the company in discussions, negotiations, and formal proceedings with government authorities (e.g., Ministry of Human Resources and Social Development, GOSI, Passport Department) concerning HR and labor matters.
- Manage and oversee any labor disputes, grievances, or litigation, coordinating with external legal counsel when necessary, and developing strategies for dispute resolution.
- Conduct internal investigations into employee misconduct, harassment, or policy violations, ensuring fairness and legal adherence.
- Stay updated on legislative changes and legal precedents impacting HR practices in Saudi Arabia, advising management on necessary adjustments and risk mitigation.
- Develop and deliver training sessions to management and employees on legal aspects of HR, compliance, and company policies.
- Assist in obtaining and managing necessary governmental approvals, permits (e.g., Iqama, work visas), and licenses for employees.

Gulf Cooperation Symbols Contracting

October 2016 - Jan 2020

HR Officer

- **HR Officer Duties:**
 - Assist in the full cycle of recruitment for diverse roles, from site laborers to administrative staff and engineers.
 - Coordinate job postings, screen resumes, schedule interviews, and conduct initial candidate assessments.
 - Prepare offer letters and employment contracts in compliance with Saudi Labor Law.
 - Facilitate seamless onboarding, including orientation, documentation, and coordination for site access/accommodation.
 - Manage visa, Iqama, and work permit processing for expatriate employees in coordination with government relations.
 - Maintain accurate and confidential employee records (physical and digital) in the HRIS.
 - Process HR-related documentation for new hires, transfers, promotions, and terminations.
 - Assist with payroll inputs, ensuring accurate data for salaries, allowances, deductions, and end-of-service benefits.
 - Manage leave requests, attendance records, and timesheets.
 - Serve as a primary contact for employee inquiries regarding HR policies and benefits.
 - Assist in resolving employee grievances and disciplinary issues, adhering to company policies and legal guidelines.
 - Support initiatives to enhance employee engagement, morale, and retention.
 - Coordinate employee welfare logistics, including accommodation, transportation, and catering for site operations.
 - Ensure all HR practices strictly adhere to Saudi Labor Law and other relevant governmental regulations.
 - Communicate and enforce company HR policies consistently across all departments and project sites.
 - Assist in HR audits, ensuring complete and accessible documentation.
 - Support the performance appraisal process, tracking timelines and assisting with documentation.
 - Identify basic training needs (especially safety) and assist in coordinating programs.

TRAINING COURSES

• Human Resource Management	Online Courses	2024
• Payroll & HR Management	Online Courses	2023
• HRCI Human Resource Associate	Online Courses	2022

SKILLS

Recruitment & Sourcing - Onboarding & Offboarding - HR Administration - Payroll Support - Benefits Administration - HRIS Proficiency - Policy Implementation & Enforcement - Saudi Labor Law Expertise - Visa & Iqama Processing – Compliance – Management - Dispute Resolution Support - Effective Communication - Active Listening - Intercultural Communication - Conflict Resolution - Teamwork & Collaboration - Attention to Detail - Organizational & Time Management - Problem-Solving – Adaptability - Understanding of Construction Environment - Safety Awareness (HR Perspective)

REFERENCES

I am confident that my references can provide further insight into my skills and qualifications. Please do not hesitate to ask for their contact for more information.