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| **Saad Hameed Al Mutrafi**Saudi Arabia - RiyadhMOBILE: 00 966-53335-4360Email : Saad.almutraf@gmail.comNationality: Saudi -38 years old Marital status: Married + 4 |

Objective:

**Seeking a new Challenge and Further Career Advancement in the Area of CEO and Human Resources and Administration as an Opportunity to Utilize My Experience, Competencies and Skills to Support Corporate Initiatives, Add Value and Contribute to the Accomplishment of the Strategic Objectives.**

International Certifications:

**-Masters of Business Administration Graduation Date 2007 .**

**- Bachelor of (human resources management) 2004**

**- Certificate of Quality Improvement And Excellence .**

 **-Certificate of Cardio Pulmonary(Basic Life Support Provider)**

**-Certificate of ISO (9001-Quality management system)**

**-Certificate of ISO (14001-Enviromental management system)**

**-Certificate of ISO(18001-Occuptional health & safety management system)**

**Certificate of ISO(50001-Energy management system)**

**Certificate of Saudi Real estate institute – ministry of housing- mullak Manager.**

Skills:

 Language skills :

* **Good command of English language (writing, reading, speaking) ,**
* **I have a full course for being a good speaker in English according**

**To the correct form of the international English rules.**

Personal skills:

* **Higher skills in organizing & planning**
* **Managing people**
* **Negotiation**
* **Teamwork**
* **Innovation**
* **Commitment**
* **Excellent skills in communication**
* **Development in talent**
* **Customer in focus**
* **Special skills to solve problems**
* **Leadership skills to influence and guidance**
* **Ability to analyze data and develop plans**
* **Ability to work under pressure**
* **Excellent knowledge in computer.**

 Knowledge Skills:

* **knowledge in principle and practices of personnel management affairs.**
* **knowledge in companies, administrative operations and training programs.**
* **Capability for establish all general policies, human resources policies,**
* **Ability to make all flexible salary scales and to make all different organization charts.**
* **general knowledge with the laws and rules of ministry of work ,social insurances, passports, ministry of interior, foreign ministry and embassies.**
* **Ability to establish professional human resources management.**

Work Experiences:

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| **Edarah co. (for property management & facilities)&SpS consultant** |  **Work Place (1)** |
| **Executive Vice President** **(Since 07 -2014 Up to date )** |  **Job Title** |

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| **Almajed 4oud,madaen star,** |  **Work Place (2)** |
| **HR AND ADMIN Consultant (part time)** |  **Job Title** |

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| **Alrafi Hospital Co. (**[**www.alrafie**](http://www.alrafie) **hospital.com.sa)** | **Work Place(3)** |
| **Human Resources Director (hospital accreditation-Sepahe and GCI)** |  **Job Title** |
| **6/6/ 2012 to 05/06/2014** |  **Date** |
| * Human resources planning.
* Making a salary scales.
* Planning, orientation, activities and supervision for all employees which concern with compensation , medical insurances , labor office, passports , ministry of interior, insurance companies, travel agencies and external recruitment offices.
* Training
* Follow-up of Health Affairs
* Follow-up of saudi commission for health specialties
* Personnel
* HR budget
* Internal and external recruitment
* The preparation of the organizational structure of the company
* Policies and procedures
* Follow-up staff salaries
* To put performance appraisal
* orientation program for new employee
* Follow-up Administration and Government
* Follow-up staff housing and company cars
 | **Job description** |

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| **Gibraltar Construction co.** |  **Work Place (4)** |
| **Human Resources and Admin Manager** **(Since 1 - 2005 TO 12 – 2010)** |  **Job Title** |
| * Make guidance for all general policy of human resources policy, and, procedures, regulations and the ways of applications.
* Planning and preparing for private policies followed by hiring for human resources.
* Supervision for all employees files that concern with appointment, training, insurance, confidential symbols for staff files, and inspection for hours working and ending for services.
* Preparation in newspaper for job opportunities, making following determination for empties of opportunities for jobs, preparing for files and specialized committees requirements followed with instructions and recruitment procedures which ratified in company.
* Planning, orientation, activities and supervision for all employees which concern with compensation , medical insurances , labor office, passports , ministry of interior, insurance companies, travel agencies and external recruitment offices.
* Maintaining of human resources systems in the company and to make it newly.
* Making execution for surveys in salaries scope, procedures, and results for evaluation for employees and to offer recommendation
* Supervision for all monthly payrolls for all labor in the company.
* Giving definition to labors in duties and responsibilities for them during their works in the company.
* Leadership for company effort in planning and execution for plans that are used for human resources development and to make determination for all career paths for labors.
* Participation in training employees and to give them recommendation and delegation for training courses.
* Documentation for all legislative documents, systems decisions and instructions which issued from specialized departments in the company and adjustment which issued from legal sections.
* Assist the highest management in achieving goals, drawing strategic plans general policies and to take into consideration central decisions that considered as important for company at all.
* Introduce private suggestions for developing administrative organization and refresh organization chart.
* To make sure for all duties and responsibilities for different occupational inside the regulated unit which participate in reaching to the general aims in the company.
* Supervision and direct orientation for the managers of human resources with different branches in kingdom regions, Arabian countries and to follow them.
* Supervision for training management.
* Planning, development.
 |  **Job description** |

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| **Alsaeed Group Trading and General Contracting.** |  **Work Place (5)** |
| **Human Resources Manager / supervisor****(Since 02 - 2003 TO 11 - 2004 )** |  **Job Title** |
| * To put performance appraisal
* To put organization chart.
* To put health & safety regulations.
* Human resources planning.
* Making a salary scales.
* Analysis for all statistical data for determining the reason for the problems of employees.

To make group and single interviews for candidates and to make interviews for the end of services or dismissal, resignation and reason which lead to it. |  **Job description** |