|  |  |  |
| --- | --- | --- |
| C:\Users\malfaify\Desktop\SHRM_logo_for_homepage_rviz7y.jpg | C:\Users\malfaify\Desktop\C-EPM.png | C:\Users\malfaify\Desktop\oracle_taleo_logo.png |

|  |  |  |
| --- | --- | --- |
| [Mr.mossa2009@gmail.com](mailto:Mr.mossa2009@gmail.com)  [**LinkedIn**](http://www.linkedin.com/in/mfaify)  +966 55 487 5513 | **MOSSA AL-FAIFY**  KSA - Riyadh | **Nationality:** Saudi  **DOB:** 15 Jan 1986  Married |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OBJECTIVE** | | | | | | | | | |
| With about 8 years of experience in the field of Human Resources (HR), I am seeking a position in a reputed organization where I can use my strong knowledge and experience and ability to deal with various fields in HR for the benefit of the organization. I have good communication skills with a good ability to work under pressure. I am very dynamic, motivated, dependable, goal-oriented, strategic thinker and efficient professional. Enjoy working with the public and dedicated to helping the company pursue its goals and objectives. | | | | | | | | | |
|  | | | | | | | | | |
| **EDUCATION** | | | | | | | | | |
| C:\Documents and Settings\malfaify\Desktop\imgevent634051235187662228.jpg | Bachelor of **Business Administration**  King Faisal University  2016, GPA (3.2 of 5) | | | | | | | | |
| **TRAINING &Certification** | | | | | | | | | |
| **Course** | | | | | **Organizer** | | | | |
| 1. HR Assessment Using the Analyzing Methods | | | | | Thomas™ | | | | |
| 1. Business Processes Reengineering BPR. | | | | | Genius Making Center | | | | |
| 1. Re-Engineering the Administrative operations | | | | | Global Link | | | | |
| 1. Saudi Labor Low. | | | | | Jeddah Int’l Training Inst. | | | | |
| 1. English Skills (Business) | | | | | British Council | | | | |
| 1. Recruitment Skills. | | | | | Qafazat for Training | | | | |
| 1. TOT | | | | | Msarat Global | | | | |
| 1. HR Planning | | | | | Arab Open University | | | | |
| 1. Certified Performance Management Professional | | | | | The KPI Institute | | | | |
|  |  | | | | | | | | |
| **SPECIALTIES** | | | | **COMPETENCES** | | | | | |
| * Manpower Planning. | | |  | * Communication | | | | |  |
| * Talent Acquisition | | |  | * Relationship Management | | | | |  |
| * Organizations structuring | | |  | * Consultation | | | | |  |
| * Talent Management | | |  | * Business Acumen | | | | |  |
| * Fast Track development programs | | |  | * Change Management | | | | |  |
| * Job Analysis & Design. | | |  | * Critical Evaluation | | | | |  |
| * HRDF. | | |  | * Crises Management | | | | |  |
| * Performance Management | | |  | * Leadership | | | | |  |
| * HR Strategic Planning | | |  | * Compliance and auditing | | | | |  |
| * Training & Development | | |  | * Processes Re-Engineering | | | | |  |
| * Succession Planning | | |  | * Analytical Thinking | | | | |  |
| * Career Path Development | | |  | * Strategic Thinking | | | | |  |
|  | | | |  | | | | | |
| **WORK EXPERIENCE** | | | |  | | | | | |
|  | ***HR Planning Manager***  ***Mar 2016 - Now***  ***Alessa Industries Co. – KSA, Riyadh*** | | | | Integrated group in the cooling business. It include distributing appliances, electronics and manufacturing refrigerators, freezers, air conditioners and air handling units, as well as contracting and installation of personnel and commercial air conditioners and air handling units. The international department in Alessa supplies the Middle East and Africa markets with a full range of air conditioners and other products, such as chest freezers, refrigerators. AIC has exclusive brand distributorships and manufacturing brand under license, marketing , service divisions and R&D. | | | | |
| ***Role & Responsibilities:*** | | | | | | | | | |
| * Talent Acquisition operational & strategic activities. * Employment Branding. * Training & Development Activities. * Talent Development. * Fast Track Programs * SEHAI Training | | | | * HR & Admin Policies & Procedures Mentoring & Re-Engineering. * Performance Management * Manpower Planning. * Organization re-structuring. * Succession Planning. | | | | | |
| ***Achievements:*** | | | |  | | | | | |
| * Rising the selection quality by participating in recruitment decisions and linking the interview with the position competencies. (CBI) * Reducing the cost of recruitment by creating a pool of candidates and doing the candidacy independently without headhunters assistant. (From 800K to less than 40K). * Re-engineering the recruitment process and automating it. (Minimizing the time of hiring from 3 months to 45 days). * HRDF Refund for non-refundable amounts (450K) and the normal amounts (+2M). * Restructuring for all departments and reducing the manpower 8%. * Restructuring the training department and increasing the effectiveness of the training by building a skill ladder for the factory. * Working on generating talents through fast track program for sales department. * Handling the succession planning for all managerial positions in the company (55 positions). * Establishment of the onboarding process including the new hire orientation & probation period evaluation and that resulted 0% of separation during the probation period. * Utilizing the training awards from HRDF to train +50 employees and refunding +390K to training budget. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | ***Talent Acquisition Manager***  ***Sep 2013 – Mar 2016***  ***Alissa Auto. Co. (NISSAN) – KSA, Riyadh*** | | | | | | Over 60 years of experience in the automotive industry and with strong Saudi cultural and family values interwoven into the company’s DNA set by the late founder Sheikh Abdullatif Alissa, today Alissa Auto’s name is synonymous for customer value and customer care. Alissa is dedicated to provide the best in class service to all its customers in the following areas: vehicle sales, after sales, parts, Certified Pre-owned Vehicles (CPOV) and customer care. | | |
| ***Role & Responsibilities:*** | | | | | | | | | |
| * Talent Acquisition activities. * Manpower Planning. * Onboarding Process. * Saudization Planning. * HR Department Reporting. * HRDF. * Member of Company Expansion Committee. | | | | * Internal mobility. * Managing the recruitment system (Taleo). * Organization Charts. * SJAHI Training. * SOP’s QC team Member. * Exit Interviews. * Employees Engagement. | | | | | |
| ***Achievements:*** | | | | | | | | | |
| * Recruit more than 500 employees during my life with Alissa Auto. * Manage +10 local recruitment campaign & 2 overseas campaign for hiring +200 technicians. * Participate and monitor the HR Budget & BSC design and update. * Automate the recruitment process from A to Z. * Refund +6M from HRDF. * Obtaining the Stability Awards from HRDF (+600K). * Handled the project of Maintain & completeness of the HRMS data (+1300 records). * Designing the org charts for all departments. * Work as a key member of HR SOP’s (Standard Operation Procedures) committee. * Managing SJAHI account, (70 trainees). * Reducing the recruitment cost from 500K to 150K. * Reducing the turnover during the probation period from 12% to 3%. * Achieved the platinum percentage in saudization within 6 months after it was in Yellow category. * Activate the internal mobility system and recruit +40 internally. * Build the policy of (Recruitment, Acting, Referral, Internal mobility, HRDF, Separation, and Exit Interview). * Build the JD dictionary for +200 positions. * Build the Schedule of Authority & SLA’s for all HR functions. | | | | | | | | | |
|  |  | | | | | |  | | |
|  |  | | | | | |  | | |
|  |  | | | | | |  | | |
|  | ***Recruitment Specialist***  ***Jan 2011 – Sep 2013***  ***Naseej – KSA, Riyadh*** | | | | | | Naseej is the leading knowledge solutions provider in the Arab World serving the region’s top Academic, research, cultural, and government organizations and corporations for the past 23 years, delivering World-class solutions and services that enabled our partners to manage and share knowledge and information. | | |
| ***Role & Responsibilities:*** | | | | | | | | | |
| * Recruitment Process A-Z * Manpower Planning * HRDF * Medical Insurance * Documents Management System | | | | * Personnel & Payroll (Acting). * Recruitment Process re-engineering. * Recruitment system. | | | | | |
| ***Achievements:*** | | | | | | | | | |
| * Reduce the cost of Medical insurance 8%. * Reduce the cost of GOSI 3%. * Establish the recruitment system and automate the process. * Maintain the manpower accuracy and fullness of the data in HRMS. * Assist on redesigning the org chart for all department * Assist in building the policies, processes and procedures for all HR activities. * Refund +100K from HRDF. * Increase saudization to the high green category. * Manage 3 career fairs and recruited + 150 employees during my life with Naseej. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | ***HR & Admin Officer***  ***Mar 2007 – Jan 2011***  ***ALINCO – KSA, Riyadh*** | | | | | | ALINCO is an integrated manufacturing company specialized in the development and  production of aluminum extruded products, central air conditioning grilles, air filtration  Products and insulated cabin shelters. Since 1984, ALINCO quickly established itself as a nationwide leader in its brands and has been developing ever since. | | |
| ***Role & Responsibilities:*** | | | | | | |  | | |
| * Overseas Recruitment. * Factory Safety. * Government Relation. * HRDF | | | | * Medical Insurance. * MOL & Passports files. * Attendance system. * Personnel affaires. | | | | | |
| ***Achievements:*** | | | | | | | | | |
| * 100% accuracy match between (GOSI, HRMS, Passports & MOL). * Reduce the work injuries to +50% by implementing the safety procedures. * Manage the attendance records and follow up and rise the punctuality up. * Mange HRDF file and refund +100K. * Recruited +250 employees locally and overseas. * Manage the project of HRMS data accuracy and completeness. | | | | | | | | | |
| **RECOMMENDATIONS:** *Please follow this* [*link*](http://www.linkedin.com/in/mfaify) *to see the recommendation content.* | | | | | | | | | |
| **Recommender** | | **Position** | | | | **Company** | | **Relation** | |
| Joe Tawfik | | CEO | | | | Kinetic Consulting | | Consultant | |
| Abdulaziz Alshehri | | HR & Admin Director | | | | Najeeb Alissa Co. | | Line Manager | |
| Nayef Naamneh | | Sr. Manager QC | | | | SAMASCO | | Workmate | |
| Mohammad Ghassan | | Co-Founder | | | | Cura | | Workmate | |
|  | | | |  | | | | | |
| **MEMBERSHIP:** | | | |  | | | | | |
| * SHRC. (Saudi Human Resources Committee) * Saudi HC Club. (Saudi Human Capital Club) * SHRM | | | | | | | | | |
|  | | | | | | | | | |
| **WORKSHOP:** | | | | | | | | | |
| **Workshop** | | | | **Organizer** | | | | | |
| How STC design their succession planning | | | | Saudi Human Capital Club | | | | | |
| DISC Analysis in HR | | | | Saudi Human Capital Club | | | | | |
| HR Transformation Summit | | | | HR Transformation | | | | | |
| Balanced Nitaqat | | | | Riyadh Chamber of Commerce | | | | | |
|  | | | | | | | | | |
| **REFERENCES:** | | | | | | | | | |
| Available upon request. | | | | | | | | | |