

FAIZAN ALI

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HR Admin | HR Specialist | Operations

Dear Hiring Manager,

I am an experienced HR and administrative professional with over **8 years** of experience in **HR and administrative operations** across leading **companies in Saudi Arabia and Oman**, I bring a comprehensive skill set and a people-first approach that aligns perfectly with HR and administrative role. I am fluent in both **English and Arabic with strong typing and document comprehension proficiency in Arabic** allowing me to support diverse teams and effectively manage local documentation.

In my current role as an **HR Specialist**, I maintain accurate employee records, process requests through the Jisr HR application, manage leave process, addressing employee's requests, payroll processing, preparing final settlements. I manage recruitment, onboarding, and track attendance, deal with all HR related issues with managers.

In my previous role as an **HR Admin for a construction company in Oman**, where I report to the General Manager. I oversee and manage all HR operations of company including identifying hiring needs, organizing interviews, screening and shortlisting candidates, sending offer letter, onboarding, and induction of new employees, processing all paper work for issuance of resident card (labor card), arranging all necessary requirements for new employees, deploying the employee to the job site. Keeping up to date the manpower requirement, hiring temporary (freelancer workers), updating employee records, maintaining employee files, managing the leave process, preparing payroll, responding to employee queries and requests, acquire necessary approvals from GM, etc. I coordinate with PRO for all visa and work permit related work like visa cancellation, renewal, new visa application etc.

Prior to this, I also worked in **Saudi Arabia for 4+ years** as an **HR Coordinator in a construction company** and **Secretary/Timekeeper in Oil & Gas company**, where I was responsible for overseeing the entire hiring and onboarding process, managing employee entry and exit, leave, and final exit, final settlement, employee records, payroll etc. I have also developed strong communication and interpersonal skills through scheduling appointments, answering inquiries, and greeting visitors. Additionally, I am proficient in Microsoft office.

Additionally, my **administrative responsibilities** include, making accommodation and travel arrangements for company staff, as well as ROP engineers visiting the Site and Head office. Follow up on all legal documents renewal of company, maintain office supplies, and provide data and documents to project department for submission for ROP or Tender Submission. Supervising parcel and deliveries and assigning task to office drivers.

I believe that my skills, experience, and conversational and typing proficiency in Arabic will allow me to contribute meaningfully to your team. I would be grateful if you could give me a chance to interview. I am confident that I can prove myself as a capable and dedicated employee.

Thank you for your time and consideration, and I look forward to hearing back from you soon.

Sincerely Faizan Ali

Enclosure: CV



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(Transferable Iqama)



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*Accomplished and result-oriented **Human Resources and Administrative** professional with **8 years** of experience in HR activities such as Generalist, Staffing, Recruitment, Pay Rolling, Compensation & Benefit, Statutory Regulation and General Administration. Highly effective at incorporating creative leadership skills to achieve business objectives. Excellent relationship builder with strong communication skills and experience. **Proven ability to exercise a high level of confidentiality, discretion, diplomacy and sound judgement.***

Additional core competencies include:

- ✓ Relationship Building
- ✓ Leadership
- ✓ Process Improvement & Strategy Development
- ✓ Dispute Management
- ✓ Employee Retention
- ✓ Recruiting, Training, & Staff Supervision
- ✓ Written & Verbal Communication Skills
- ✓ Safety Training & Workers Compensation

PROFESSIONAL EXPERIENCE

HAMAD ABDUL KARIM AL MUHAIDIB CONTRACTING CO. – Riyadh, Saudi Arabia

HR Specialist

Dec 2023 – Current

- Update and maintain accurate employee record and files, regularly review and audit employee files for accuracy, completeness, and up to date information.
- Manage and process employee requests through the JISR HR application, including verifying eligibility and obtaining necessary approvals from the manager.
- Oversee and complete employees leave requests, ensuring timely processing of final payments and seamless leave procedures.
- Coordinate and follow up with PRO on visa and Iqama renewals, and handle government relations task.
- Manage recruitment and update procedures, including sourcing, scheduling interviews, issuing offer letters, and managing onboarding.
- Monitor and review employee attendance records, coordinate with managers on attendance issues, verify biometric data, and prepare payroll.

AL GHARBIA GROUP OF COMPANIES (Construction Industry) – Muscat, Sultanate of Oman

HR Admin

Feb 2021 – July 2023

- Maintained and enhance the company's Human Resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Worked together with the General Manager to ensure all the labor relations, government relations, licenses and legal requirements are accurate and in place.
- Developed office services by organizing administrative procedures and operations, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving.
- Developed and maintain confidential streams of communication with departmental staff and manage associated file records, documents, pay scale details and other important databases
- Managed and controlled all type of application such as visa renewals, cancellation, and new visa application of all employees.
- Managed recruitment process and updating procedures when necessary. Manage sourcing, interviewing screening and evaluating candidates.
- Managed all HR responsibilities for over 500 employees including organizational policies, procedures, and documentation. Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Served as a link between management and employees by handling questions, interpreting, and administering contracts, and help resolve work-related problems to ensure positive environment.
- Followed up all HR issues concerned for the department's employees with the concerned party in the corporate office; salary increment, complaints etc.
- Resolved employee grievances to maintain cordial management and employee relations.

- Responded to employee issues and questions in a timely manner.
- Meet with all new hires to explain benefits, guidelines, and procedures.
- Monitored employee attendances, absentees, process leave application (annual, sick, emergency) and maintain leave records. Manage the time and attendance system.
- Prepared final settlements of employees for vacation, end of service, resignation, termination etc.
- Managed all employee departures including final salary calculation letters and departure procedures, ensuring processes align with company policies.
- Planned travel accommodations, booking flights, hotels, car rentals, and coordinating activities.
- Responded to and promptly following up on queries on Visa / Labor / Passport related matters.
- Ensured all employees contracts are filled upon arrival by reviewing the contracts items are addressed as per policies for management approval.

ABDUL MOHSEN AL JASER CONTRACTING CO. (Construction Industry) – Riyadh, Saudi Arabia

Human Resources Coordinator

Apr 2016 – Apr 2019

- Assisted in managing HR activities by ensuring full implementation of company's policy and responding to routine HR questions and requests.
- Scheduled and coordinated induction for the new joiners (briefing about their area of work, responsibilities, duties, code of conduct, and hierarchy of the company)
- Responsible for Medical of new employees, and arranging the documents for processing of Iqama of new employees.
- Maintained and updated HR reports by maintaining all logs (new hire, termination, transfer) in daily basis and preparing reports in a timely and accurate manner.
- Responsible for follow-up of renewing all company legal documents and licenses.
- Ensured Employee Retention by efficient employee training, promotion, improving working environment etc.
- Reported on any cleanliness, maintenance or behavioral issues taking place at the accommodation and/or other areas of housing that require further investigation and/or disciplinary proceeding on daily bases.
- Organized and managed all matters related to staff accommodation, facilities, and transportation.
- Managed and maintain internal record keeping and document retention system (soft and hard copy) for the HR function by maintaining an effective filing system.
- Handled confidential documents and ensured they remained secure.
- Located workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.
- Took full ownership for all flight bookings for vacations. Ensure cost-effective tickets are secured and hotel resources are not wasted.
- Ensured that all entries for overtime and compensatory time earned have been approved, and totals are correct before certification.

My effective HR management and policies had a tangible impact in various key areas, including:

- | | | |
|-------------------------------|-------------------------------------|-------------------------------------|
| ✓ Reduction in grievances | ✓ Reduction in employee turnover | ✓ Increase in employee satisfaction |
| ✓ Employee relations improved | ✓ Reduction in employee absenteeism | ✓ Employee retention improved |

ARABIAN PIPELINE & SERVICES CO. LTD. (ANABEEB) (Oil & Gas) – Jubail, Saudi Arabia

Executive Secretary / Timekeeper

Oct 2013 – Jan 2015

- Provided full secretarial support to Human Resources Manager in HR Operations, specifically in the areas of timekeeping, payroll administration, and medical insurance administration.
- Supported the officers and project team in daily admin roles and assist to keep stock of stationery supplies for the department.
- Prepared time sheets and accurately inputted time and attendance data into the computer.
- Assisted payroll department by providing relevant employee information (e.g. leaves of absence, sick days, and work schedules)
- Maintained electronic and paper records and proper filing system ensuring information is organized and easily accessible.

EDUCATION & CREDENTIALS

Bachelor's of Commerce
SHUATS University

Oct 2013

Diploma in Computer Applications (DCA)
INDIRA GANDHI INSTITUTE OF VOCATIONAL TRAINING

Oct 2010

Certificate in Tally Accounting
SCIT Computer Education

Jul 2008

SKILLS

- Advanced in MS Windows, MS Word, MS PowerPoint, MS Excel, and Tally Accounting Software.
- Extremely competent in gathering data, statistics, and other information and creating reports.
- Strong interpersonal communication skills to communicate and interact with others effectively.
- Excellent organizational and access control skills for files and documents.
- Ability to work under pressure, decision-making, problem-solving, and time management skills.
- **Conversational and typing proficiency in Arabic language.**
- Strong planning and project management skills, with the ability to develop and implement effective HR and administrative policies and procedures.

ACCOMPLISHMENTS AND ACHIEVEMENTS

- Successfully managed and resolved employee grievances and complaints in a timely and effective manner. This improved employee satisfaction and retention.
- Successfully processed and managed a high volume of employee data, resulting in accurate and timely payroll processing.
- Provided backup support to other departments, which was highly admired by the General Manager.
- Interacted with client and solved their issues with the concerned department which improved client satisfaction and service.
- Improved relations between employees and management by effectively implementing team-building activities.
- Resolved more than 10 internal conflicts by employing demonstrated expertise in handling interdepartmental problems, and ensuring that they work in tandem with each other.

PERSONAL DETAILS

Date of Birth	: 14 th Jan 1991	Gender	: Male
Nationality	: Indian	Marital status	: Married
Passport no.	: W6225525	Languages	: English, Arabic, Urdu and Hindi
Driving license	: Valid Saudi & Oman license	Current location	: Riyadh, Saudi Arabia

I am currently based in Riyadh, Saudi Arabia with Transferable Iqama