RESUME

Name: Samer M. Hawash

Nationality: Palestinian (Holding Lebanese Travel Document)

D.O.B: **28th Oct, 1978**

Marital Status: Married (2 children)

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An energetic, self-motivated and hardworking Human Resources Manager with experience of more than 21 years in all aspects of HR, Administration and Training. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organization. Good problem solving and analytical skills. Computer literate.

Education:

Bachelor degree in Business Administration (Imam Muhammad Ibn Saud Islamic University)

Member of Saudi Human Capital Club

Experience:

21 years' experience in HR, Training & Development, Admin., Office Management, Personnel, Support Services, Recruitment, Payroll, Social Insurance, Medical Insurance, Fleet, Purchasing & Warehouses.

My Skills:

- Training & Development expert
- Leadership Skills expert
- People Handling Skills expert
- Interviewing Skills expert
- Team Work expert
- Performance Appraisals expert
- Decision Making expert
- Computer Proficiency & Presentation Skills expert
- Communications Arabic / English expert
- Planning expert
- ERP Oracle Fusion expert

Human Resources Planning

- Assessing the company's future staffing requirements over the short, medium and long term.
- Liaising with the company's senior management to determine their human resources requirements
- Preparing a comprehensive human resources plan for the company's expansion over the next five years

Recruitment & Selection

- Preparing and placing advertisements in local and national press.
- Interviewing candidates and checking references.
- Producing job descriptions and contracts of employment
- Coordinating with other departments in the company over candidate selection/rejection.

Employee Services

- Managing and maintaining staff personal records.
- Counseling staff as and when required.
- Organizing social activities.
- Pay-roll

Trainings and Development

- Developing effective training programs in conjunction with other departments in the company.
- Organizing and conducting induction-training sessions for all new employees.
- Appointing and monitoring external training organization for specialist training courses.

July 2019 - Present: Al Muhaideb Dental Clinics Company Riyadh

- Training & Development Manager

Roles:

- ERP MS Dynamics Implementation, Testing, Go-Live.
- Development (HR, Pay-roll & Self-Services) modules.
- Building up teams and applies training sessions.
- HR Operations (Employee Services, Pay-roll, Government Relations & Admin.)
- Preparation and implementation of company policies and procedures.

Nov 2018 – June 2019: Lavender Flavor Restaurants Company Riyadh

- Training & Development Manager

Roles:

- ERP MenaITech Implementation, Testing, Go-Live.
- Development (HR, Pay-roll & Self-Services) modules.
- Building up teams and applies training sessions.
- HR Operations (Employee Services, Pay-roll, Government Relations & Admin.)
- Preparation and implementation of company policies and procedures.

♣ Sep 2015 – Sep 2018: Leejam Sports Co. (Fitness Time Clubs) Rivadh

- Human Resources Managing System Manager / HR Consultant
- Employee Services Manager

Roles:

- ERP Oracle Fusion Implementation, Testing, Go-Live & Development (HR, Pay-roll & Self-Services) modules.
- Employees -related work experience in an addition to face-to-face and telephone contact with the public /employees.
- Compensation / Pay-roll and problem solving tasks.
- Dealing with government affairs regarding employee's registration and permits and legal sections.
- Establishing departments and maintaining work flow and performance.
- Coordination among Departments' Managers and Heads.
- Building up teams and applies training sessions.
- Preparing and issuing monthly payroll. (using HR ERP Fusion system)
- Insurance contracts for company and employees.
- Controlling offshore missions if available and business travels, in additions to ticketing and reservations.
- Maintaining company's legal status via governmental websites. (MOL, GOSI, MOFA, Muqeem etc..)
- Ensuring the implementation of Labor Law in proportion to company's internal law
- Outsourcing Labor Contract (Pakistanis Indians Philippines)
- Design booklets manuals advertisements
- Preparation and implementation of company policies and procedures.

Oct 2009 - Present: ERADA Advanced Projects Co. Ltd Group (A Subsidiary of Omar K. Alesayi Group) Riyadh/Jeddah/Khobar/Qasim:

Support Services Manager & HR / Admin. Acting Manager: ERADA group

Roles:

- Employees -related work experience in an addition to face-to-face and telephone contact with the public /employees.
- Negotiation/selection/compensation/hiring/preparing job descriptions and problem solving tasks.
- Staffing, planning, recruiting, interviewing, and contracting.
- Dealing with government affairs regarding employee's registration and permits and legal sections.
- Establishing departments and maintaining work flow and performance.
- Coordination among Departments' Managers and Heads.
- Building up teams and applies training sessions.
- Preparing and issuing monthly payroll. (using HR software and applications)
- Insurance contracts for company and employees.
- Controlling offshore missions if available and business travels, in additions to ticketing and reservations.
- Maintaining company's legal status via governmental websites. (MOL, GOSI, MOFA, Muqeem etc..)
- Preparing Organizational Chart and Hierarchy schemes to facilitate the means of communications for clarifying the whole chain.
- Ensuring the implementation of Labor Law in proportion to company's internal law
- Outsourcing Labor Contract (Pakistanis Indians Philippines)
- Preparation and implementation of workshops on using MS Office programs in a professional manner for the scientific materials teachers
- Design booklets manuals advertisements
- Preparation and implementation of company policies and procedures.

Aug 2008 - Sep 2009: Nour for Electrical & Electronics Industry Riyadh (Sister Company of Nour Communications Co.):

Warehouse & Support Services Manager:

Roles:

- Purchasing, Warehouse, Inventory & Support Services
- Administration tasks
- **Aug 1998 Aug 2008: Nour Communications Co. Riyadh:**

Assistant Personnel & Support Services Manager:

Roles:

- Holding Employees files and follow-up of all employees' formalities including:
- Labor Office, Passports Dept., Visas Processes, Iqamas & Exit / Re-Entry etc.
- Medical Insurance & GOSI.
- Others such as Ticketing, Allowances & Indemnities.

Pay-roll Officer:

Roles:

• Time Sheets, Vacations, Employment Contracts, Joining Reports & preparing the payroll.

Fleet Officer:

Roles:

Managing the Fleet Dept. (120 Vehicles) with following-up:

- Cars Maintenance and Repairs
- Cars Insurance
- Others such as relations with fuel Companies, Cars rental & Selling used cars.

Courses attended:

- ➤ Train the Trainers (ToT) 2019.
- > Training & Participation in the Implementation of ORACLE Fusion.
- ➤ Human Resources Management Training 2011.
- ➤ English course (six levels) from Aug 1997 till April 1998 At The American Education Center Lebanon.
- ➤ Pay-roll management
- ➤ Administration investigation rules as per labor law
- ➤ ICAP Tax & Zakah
- ➤ New labor law regulations
- > Time Management
- > Ongoing process of CIPD degree.

Languages:

> Fluent: Arabic & English (Reading, Speaking & Writing)

Others:

- Expert knowledge in using P.C. (all Windows & MS Office applications).
- ➤ Expert on ERP system "ORACLE Fusion" (HR & Pay-roll & Self-Services).
- > Warehouse and Inventory software.
- > Professional negotiator in recruitment field.
- ➤ Holding valid Saudi Driving License.
- ➤ Transferable Iqama (Support Services Manager).
- ➤ Hard worker under the maximum levels of work pressures.

P.S.: All supported documents are available upon request.