

Badr N. Al Ajlan

Riyadh, KSA. – Mobile: +966554430274 - Email: balajlan2011@gmail.com

Profile

Highly accomplished manager with 16 years of experience Development and Management.; Looking forward to learn new things from professionals and their environments to adapt what is necessary to stimulating and challenging, that would effect and facilitate the maximum utilization and application of my broad skills and expertise thereby making a positive difference to the organization. Within the next 12 years my ambition is to contribute to the activation of the vision, mission, and values of the organization i work in and to develop the working environment.

Related Experience



Director of EE Capacity Building and Accreditation Department

October 2017– Present Saudi Energy Efficiency Center

Responsible for Supervising and managing the department staff and reporting the performance of the employees to the Assistant Director General for Technical Affairs, Managing the process of delivering professional training by coordinating with the Association of Energy Engineers (AEE), Supervising and managing the process of integrating the energy efficiency curriculum in higher education, public and vocational education, Also Following up the achievement of the objectives of establishing the Center of Excellence in KFUPM by coordinating with U.S. Department of Energy , Approval of the trainers and their duties when organizing a professional training courses, and accredited trainers from universities, colleges and specialized training centers to ensure that training is provided in a professional manner and to build a good reputation of the Saudi Center for Energy Efficiency.



Head of training and Development Department

September 2015 – October 2017 Saudi Energy Efficiency Center

Responsible for the recruitment and follow-up actions and Identify training needs and prepare five-year plans for the training of departments / institutes and the preparation of five-year plans of individual staff updated the job description and link career path training update models of training and coordination with external training to hold programs on the job and evaluation bodies continuously and evaluate training programs and assess the impact of training and the preparation of the annual report on the development of human resources and training to prepare a budget and propose plans for the development of human resources and streamline business processes through the preparation steps of the workflow.



Head of Training Department (Department of Administrative Development)

August 2003 – July 2015 King Abdulaziz City for Science and Technology

Identify training needs and prepare five-year plans for the training of departments / institutes and the preparation of five-year plans of individual staff updated the job description and link career path training update models of training and coordination with external training to hold programs on the job and evaluation bodies continuously and evaluate training programs and assess the impact of training and the preparation of the annual report on the development of human resources and training to prepare a budget and propose plans for the development of human resources and streamline business processes through the preparation steps of the workflow and Tasked with the functions of Assistant Supervisor of the Department in his absence, as well as entrusting me with the functions of the supervisor of the administration in the absence of Supervisor .

Statistics Specialist (The Ministry of Planning)

2002 –2003 the Central Department of Statistics

My first job after college was working in Data input foreign trade kingdom and account statistic estimates and prepare reports mistakes specify suitable solutions to avoid errors in the percentages of foreign trade.



Secretary (Governor Office of GOSI)

1999 General Organization for Social Insurance

My first job after high school was working as a secretary for the governor office of GOSI in Business office to coordinate the dates and schedule the printing business letters and follow-up to staff the office and complete follow-up office.

Achievements

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Achievements 2004- present:

- Contribute to the preparation of the strategic plans of the Organization.
- The development of procedures and streamlining workflow.
- Continuous development of modeling training.
- Prepare and Continuous development of the five-year plans for training.
- Prepare and Continuous development on the individual training plans for employees.
- Linking career path with training path.
- Prepare the annual report on the development of human resources and the preparation of studies and propose solutions with regard to employee productivity and linked to training.
- Prepare the training budget and developing and making solutions to the problems of disability in the training budget.
- Evaluation of training organizations and prepare a list of outstanding training organization and prepare a list of the black list training organization.
- Contribute to the modernization of the job description for some jobs.

Specialties

- Develop & managing the training department.
- Coordinate with training organization in and outside kingdom.
- Linking career path with training path.
- Individual training plans for employees.
- Business Process Management (BPM).
- Five-year plans for training.
- Statistical analysis.
- Management of work teams.

Skills

Behavioral Skills:

- Good Communication Skills.
- Skill in the management of work teams.
- Presentation and Instruction Skills.
- Motivated and always willing to learn more and reach the best.
- A good team member.
- Fast learner.
- Skills of persuasion, relying on the facts.

Technical Skills:

- Reporting.
- Computer Expert (16 Years).
- Statistics Analyst Program (SPSS).
- Good internet browser.
- Expert in MS Office (Word, Excel, PowerPoint).
- Records & Documentation Management.
- Operating System (Windows, Dos, Network, Oracle).

Training Courses

- Skills of planning and organization of work 2010.
- Introduction to Time Series 2009.
- Assess the impact of training, Prepare five-year plans, and Descriptive statistical indicators 2008.
- Institute of Banking, 2007 (English Language).
- Comprehensive skills in the management training, Design of training programs 2007.
- Effective human communication in the work environment, Use the keyboard touch in a way English 2006.
- Spreadsheet applications at the office, Evaluation of training programs 2005.
- Reporting, E-mail and the Internet office, Identify training needs, Thinking hats technique using parallel thinking 2004.
- Cambridge course in Information Technology 2011.

Conferences

- Symposium on the integrated system to manage the training process 2008.
- Modern methods of training: Training on capacity building 2006.
- Sixth meeting of the training officers 2006.

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Education & Professional Qualification

1997-2002	Bachelor Degree in Statistics King Saud University, Riyadh, KSA.
2011 – 2012	Diploma in Human Resource Management Chamber of Commerce and Industry - Riyadh, KSA.
2012 – 2013	Professional in Human Resources (PHR) certification MORGAN Intl - Riyadh, KSA.
2014 – 2014	International Diploma in professional statistical analysis SPSS 2014 KNOWLEDGE LAND - DUBIA, UAE.
2015 – 2016	CIPD Qualifications Chartered Institute of personnel and Development - Riyadh.
2019	Training of Trainers – by Eng. Samir Bantan Azad Training Center - Riyadh.