

CURRICULUM VITAE

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ACADEMIC QUALIFICATIONS

University / Institute	Degrees	Faculty	Major Subjects	From - To
Mini MBA –Business Administration	Min Master	Management	Business Admiration	2014
Dar Alhakma Institute -	Diploma	Management	Human Resource	2012
Higher Institute for Plastic Fabrication.	Diploma	Technology	Polymer Engineering	2008-2010

PROFESSIONAL COURSES

Year	Course Description	Field
2013	Quality and Excellence	Quality
2014	English - Business Writing	Management
2014	Operations Management-Facilities Planning and Management	Management
2013	HR Management	Management
2012	Information Technology Cambridge	IT
2011	Certificate first aid and CBR from Tasnee company	Medical
2008	Advance English	General

LANGUAGES

	Speak			Read			Write			Understand		
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair
Arabic	*			*			*			*		
English	*			*			*			*		

Experience, Duties and Skills

❖ **HR Manager in (Hilton Garden Inn Tabuk – joining Aug 2014 till now)**

Here I would like to take your attention, I am who is leading the HR for international company in Tabuk, and I am the second man in the Hotel after GM. and we are started build all the department from scratch as per Hilton worldwide slandered.

Accountabilities:

- ~ Handling End-to-End recruitment process.
- ~ Managing the pre-joining, post joining, and relieving formalities.
- ~ Formulating process flow charts for various processes.
- ~ Working on Hiring Analysis Report, Source Analysis Report, Attrition Analysis Report, and Head Count Report.
- ~ Working on Training Need Identification, preparation of Training Calendar and implementation.
- ~ New HR Initiatives.
- ~ Managing organization development (OD) in the division of HR as whole in all regions of manpower planning, training development, employee relation, compensation and benefits total rewards.
- ~ Review existing HR Policies, Procedures and Practices detailed in the Employee Handbooks.
- ~ Oversee the management of personnel records including benefits, insurance and personnel transactions such as hires, promotions, employee transfers, performance reviews, terminations and employee statistics etc.
- ~ Provide specialist employee relations advice and guidance to Service Areas with particular respect to disciplinary, grievance and absence, to ensure acceptable levels of individual employee performance.
- ~ **Recruitment & Selection:** Responsible for Manpower planning, recruiting, merchandising roles & marketing roles. Exploring different ways and point of sourcing by ensuring least cost & time. Managed joining formalities & Induction programs of the new employees.
- ~ **HR Generalist:** Conduct New Hire Orientation session, culture & value session and handled day-to-day employees issues, grievances related with HR. Facilitate in-store resolutions and disseminated new HR policy. Manage & controlled annual manpower, staff welfare & training costs within budgets provided. Maintain & manage the employee history from recruitment to exit in HRIS tool.
- ~ **Compensation & Benefits:** Prepare the error free salary computation sheet with breakups; manage the employee master database maintenance, confirmations, movements and promotion data. Handle leave database and attendance records.

Validate & ensured accuracy in salary register. Follow up Medical reimbursements, LTA claims and loans, advances & incentives.

- ~ **Employee Engagement:** Drive the monthly climate reports. Organized skip level meetings, one on one session, ESAT survey. Design & implement region specific R & R initiatives and drove educational programs, recreational activities.
- ~ **Performance Management:** Manage communication drive to create awareness about the Performance Management System, trained first time managers on how to conduct effective appraisal & ensure that KRA's were finalized for all employees before the start of the financial year & various reviews happen on time along with proper feedback discussions & documentation of the same . Collated the inputs received from the various functions/ zones , facilitate the normalization process, propose the revision/ promotions based on the guidelines, till the handing over of the final increment letters.
- ~ **Training & Development:** Was responsible for collating the feedback received from various review process & assessing & identifying the training needs. Designed the training calendar with the business heads.
- ~ **Exit Management:** Handled exit interview. Gathered the feedback from employees leaving the organization. Collated & analyzed the reasons for employee attrition sharing with the corporate team. Process F & F and coordinated with ex-employees for PF withdrawal & transfer.

❖ **Recruitment & Training in (TABUK AGRICULTURE COMPANY) 18-02-2014 - 30 -05 -2014**

- Managing full section activities & relations to achieve strategic objectives in the company.
- Operation management
- Training & development management.
- HR Management of multi – cultural, multi- national and multi religions business environment (males & females).
- Admin & governmental management.
- Effective Communications management.
- Managing the Interviews and prospecting devices the qualification recruitment.
- Responsible for Internal and External recruitment.
- Working on professional system ORAIN –ORACAL – HRMS
- Member of branch committee

SKILLS:

HR Metrics & Reporting:

- Data analysis and analytical reporting i.e. scorecards, dashboards, etc.
- Engagement survey demographic analysis/demographics/trend reporting and external benchmarking/ survey applications

- Benchmark best practices and workforce demographic trends in Diversity via industry contacts, academic research and trade industry studies, etc.
- Identify employee needs to design and run focus groups, mine employee engagement, and exit interview data..

Selection & Recruitment:

- Recruit, interview, coach and develop candidates to meet and exceed the needs of the company.
- Evaluate talent and assess client demands to make the match between the companies's staffing needs and the candidate's skills and experience.
- Support company operations by providing top quality service and talent management to support business operation's needs.

Payroll Management:

- Coordination & management of entire payroll function manage & supervise direct reports within the Payroll Team.
- Assist with administering payrolls, checking & auditing of all payrolls, ensuring legislative & award compliance (tax compliance, superannuation).
- Supporting internal reporting requirements e.g. Annual leave & Intercompany reports etc.

Employee Relations:

- Provide counsel, advice and expertise in interpreting & applying company policies, collective bargaining agreements and on matters involving employee performance, layoff and leaves of absence.
- Facilitate resolution of and mediate employee/ supervisor differences and conducts employee relations investigations.
- Review and approve disciplinary matters, terminations and layoffs.

Team Management & Performance Management:

- Identifying and implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members.
- Identifying newer opportunities, formulating business strategies, strategic utilization and deployment of available resources to achieve organizational business objectives.
- Design and implement tangible Performance Management Systems and relevant reward mechanisms.
- Competency profiling and mapping followed by career and succession planning.

Areas of Expertise:

- Selection & Recruitment
- Align the organization with Saudi law and regulations.
- HR Metrics & Reporting
- Employee Relations
- Performance Management
- Payroll Management
- Statutory Compliance

- Organizational Development
- Administration Management
- HR Operation and Strategic
- Disciplinary & Grievances
- Employee Handbook
- Staffing Requirements
- Compensation & Benefits Design
- Training & Development
- People Management.

Career Highlights

- Designate, coordinate & negotiate with head hunting & recruiting agencies.
- Search & source candidates.
- Design, publish & monitor recruiting advertisements.
- Coordinate with Business Units employment requisitions, job interviews & candidate's evaluation.
- Review & evaluate CV's.
- Conduct & correct recruitment tests.
- Follow up with candidates' status.
- Prepare, submit & negotiate employment offers.
- Prepare employment contracts.
- Provide orientation to new employees.
- Monitor performance of new employees during probation period.
- Identify training needs in coordination with Directors & Department Heads.
- Identify means for employee's development and career planning.
- Define in coordination with business units company's positions, departments' salary scale and remuneration.
- Define job description for each job.
- Design information flow, policies, procedures and forms for all departments.