

# FAISAL ABDULAZIZ ALSANEA



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Saudi Arabia, Riyadh



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## EDUCATION

**Master of Business  
Administration: MBA**  
**Saudi Electronic University,**  
Riyadh, KSA, 06/2021 –  
06/2023. Second Class Honor

Bachelor: French Language  
**King Saud University,**  
Riyadh, KSA.

## SKILLS

Talent management  
Performance Management  
L&D strategies  
HRIS Technologies  
Staff development  
Advanced critical thinking  
Gap analysis  
Strategic planning and review

## PROFESSIONAL SUMMARY

Currently, I hold the role of HR Supervisor at Confidential, an eminent industry leader. With over 13 years of dedicated experience in spearheading and managing HR functions, my focus has revolved around crafting and executing policies, programs, and practices that seamlessly align with the organization's strategic vision.

My skill set revolves around core competencies such as employee management, training and development, performance evaluation, and ensuring adherence to compliance standards. I excel in the strategic design and implementation of job architecture and talent management frameworks, all while upholding a commitment to both cost-effective and top-quality training and development initiatives for our workforce. In addition, I am a trusted consultant to management, offering strategic insights into staffing blueprints, benefits administration, employee relations, and budgetary considerations. My academic journey culminated this year in the attainment of an MBA degree, a personal milestone achieved.

I am passionate about fostering a positive and collaborative work environment while striving to enhance the organization's overall dynamism and excellence.

## WORK HISTORY

February 2016 - Current

**NES - HR SUPERVISOR,** Riyadh

- Manage and lead the design, development, and implementation of high-quality policies such as organizational structure, job description and evaluation, performance management, competence framework, training and development, career management, and succession planning.
- Ensure the efficient and high-quality development of integrated job architecture and talent management programs, which include organizational structure, job descriptions, job level, compensation and benefits, competence framework, career development, succession planning, and performance management.
- Ensure that cost-effective and high-quality training and development programs, including training administration procedures and activities, are developed, budgeted, and implemented for all workers.
- Oversee training administration operations such as training planning and communication, coordination and vendor selection for external training, training delivery assessment, and ROI analysis.
- Create career and succession planning frameworks, programs, and methods for leadership roles, as well as assess and improve general succession planning processes.
- Manage and oversee the implementation of the Job Evaluation System in accordance with the authorized rules and procedures, as well as lead job evaluations and approvals.

### Key Accomplishments:

- Creation and Implementation of a Career path to develop and retain internal talent.
- Creation of a policy and procedures for the HR department.

## CERTIFICATIONS

- CERTIFIED STRATEGY AND BUSINESS PLANNING PROFESSIONAL (C-SBP)
- Diploma in Human Resources Practice "QCF" (CIPD).
- Certified Professional Manager.
- Certified key performance indicator professional (KPIP).
- Certified Compensation and Benefits professional.
- Diploma in Strategic Management.
- Diploma Business Management Diploma.
- Leadership and Team Development course.
- Strategy and Operations course.
- Career Development and Succession Planning.
- Diploma in Human Resources.

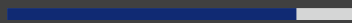
## LANGUAGES

Arabic



Native

English



Advanced

French



Intermediate

- Oversee and manage the training needs analysis process, create effective training courses, and evaluate their effectiveness using written evaluations and participant feedback (e.g., increasing employee skill sets and growth).
- Creation of career framework, improving scalability and visibility in the company for supervise the creation and implementation of a behavioral and technical competence framework for each career path.

September 2014 - January 2016

### **ZAIN TELECOM COMPANY - EMPLOYEE RELATIONS OFFICER.**

- Led all aspects of medical insurance process such as additional, deletion, and claims adjustments.
- Conducted detailed interviews for talent acquisition purpose to fill vacant vacancy of department.
- Ensured accessibility of required information for future planning by systematically maintaining ER files and records.
- Delivered exceptional administrative support whilst managing paperwork and generating comprehensive reports for the employee relations managers.

#### Key Accomplishments:

- Created and presented hands-on solutions for complex insurance relate issues to avoid the discrepancies of clients.
- Optimized productivity of overall organisation while ensuring flawless execution of each task assigned to the staff.
- Maximized operational excellence by leading and completing administrative projects within the agreed time and budget.

April 2013 - August 2014

### **CONTACT CENTRES COMPANY - HR GROUP LEADER.**

- Followed company guidelines to lead functions HR and administrative support such as personnel leaves, vacations, introduction letters, attendance termination, and recruitment.
- Processed medical insurance transactions, including introducing new employees, renewal, and employee claims.
- Organized induction programmed for new employees to provide detailed information related to company's SOP's, policies, and procedures.

#### Key Accomplishments:

- Recruited more than 1,200 competent employees in seven months by completing 2,500 interviews with candidates.
- Identified manpower requirements while leading recruitment process across region from inception to completions, including shortlisting, conducting interviews, and selecting most appropriate candidates for the right job post.
- Produced thorough HR reports to facilitate the corporate HR department in critical decision-making processes.

January 2010 - April 2013

### **SAUDI TUMPA NE COMPANY LIMITED - RECRUITMENT SPECIALIST**

- Strategically planned employee training calendar and ensured the implementation within relevant department.
- Strengthened communication base with recruitment agencies across different areas of countries to meet manpower requirement.
- Provided expert opinion to the staff members to increase the proficiencies and growth of human resource department.
- Resolved several staff issues and complaints in co-ordination with department personnel.

#### Key Accomplishments:

- Increased overall organisational progression by upgrading Saudi Tumpane Company in Ntaqat from yellow to green.
- Promoted to HR director position within first year of joining company due to delivery of excellent performance results.