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# Meshal Aljarbaa

HR Supervisor - Benefits Supervisor at Zain KSA Riyadh, Saudi Arabia

## Contact Information

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Address: Riyadh

## Target Job

Target Job Title: HR Management

Career Level: Management

Employment Type: Employee

Employment Status: Full time

Notice Period: Immediately

## Personal Information

Birth Date: 26 October 1985 (Age: 29)

Gender: Male

Nationality: Saudi Arabia

Residence Country: Riyadh, Saudi Arabia

Visa Status: Citizen

Marital Status: Married

Number of Dependents: 4

Driving License Issued From: Saudi Arabia

## Experience (11 Years, 3 Months)

## HR Supervisor - Benefits Supervisor (Total Rewards)

At Zain KSA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Telecommunications
**Job Role:** Human Resources/Personnel
July 2010 - Present

•Restructure following the Capital restructure.

•Market Alignment:
•Communicate the benefit consultant and provide required data and information to know the Zain benefit position among competitors in the market.
•Analyze and match the market base pay with Zain’s benefits.
•Reflect the approved market base pay to employee’s benefits.
Benefits & Administration:
•Monitor all benefits
•Monitor the employee GOSI
•Manage the severance process
•Monitor the benefit practice and ensure consistency.
•Analyze the Benefits info and updates data in all area of benefits.
•Monitor the employee file documentation.
•Develop & maintain benefit process implementation and automation.
Organization structure:
•Implement and update the Organization Structure and ensure the alliance with the Zain policy.
•Document the Organization Structure and ensure all changes are reflected in the System.
People Management:
•Provide clear direction, prioritize and enthusiasm for the Total Rewards Department.
Retention Program:
•Plan, Manage, Design and implement the retention program
•Review the Policy and budget

## HR - Benefits Officer (Total Rewards)

At Zain KSA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Telecommunications
**Job Role:** Human Resources/Personnel
July 2010 - July 2011

administer all Medical insurance, life insurance, Leaves, Annual Tickets, and Business card Requests.
Verify supporting documents and cross-check information provided to determine the evidence necessary leaves.
Create and develop the requests through E-Sys.

## HR - Recruitment Officer (Talent Management)

At Zain KSA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Telecommunications
**Job Role:** Human Resources/Personnel
July 2009 - July 2010 Announce vacant position in all recruitment channels.
Search for CVs in internal and external applicants’ database, to shortlist the most suitable applicants with department management.
Arrange for interviews with candidate and line manager and provide travel arrangements if necessary.
Conduct physical/phone interviews to assess the candidates and
perform reference check if needed.
Communicate with the selected candidate to get needed documents.
Validate the educational and experience certificates before issuing the job offer.
Negotiate the salary with accepted candidate and inform him with Zain employee’s benefit.
Prepare job offer to be signed from department managements and to be communicated with candidate
Send applicants to medical checkup after accepting Job offer.
Ensure candidate files are completed, and follow up with candidate if it’s not, and to confirm new employee starting date.
Ensure new employee tools are ready by communicating with concerned department to be provided in his first day.
Liaise with government relation and logistics team to insure transferability of Iqama and validity of Visa before proceeding.
Ensure contracts are ready and signed from HR Management, to be cosigned signed by new employee.
Entering new employees’ data in the ERP system.
Update recruitment log to extract weekly monthly report.
Member of committee to create new policy.

## HR - Training and Development Administrative (Learning & Development)

At Zain KSA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Telecommunications
**Job Role:** Human Resources/Personnel
March 2008 - June 2009

.Execution of the training plan
.Manage the registration process for all training activities
(Manage training arrangements (training equipment/materials
.File/archive all training related documents
.In charge of learning management system
.In charge of all payment process including
.Member of committee to create new policy

## Customer Services

At Saudi Hollandi Bank **Location:** Riyadh, Saudi Arabia
**Company Industry:** Banking
**Job Role:** Customer Service
October 2006 - January 2008 All Banking Operations
Acting of Branch Supervisor
Communicate and help VIP Customer
Get new VIP Customer

## Administrative

at NESMA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Internet/E-commerce
**Job Role:** Administration
March 2004 - September 2006 Annual & Monthly GOSI budgets
Following the GOSI issues with related department and management
Create new internal policy regarding the GOSI

## Customer Service

at NESMA **Location:** Riyadh, Saudi Arabia
**Company Industry:** Internet/E-commerce
**Job Role:** Customer Service
April 2003 - February 2004

Answer the call from customer.
Logging and following the issues on the Sys.
Support the clients and solve the problems.
Train new employees.

## Education

## Certification / Diploma, Human Resource Specialist

At Institute Steps of Success
**Location:** Riyadh, Saudi Arabia
May 2010

Human Resources Management/Personnel Administration, General

## Certification / Diploma, Banking Operations

At The Institute of Banking
**Location:** Riyadh, Saudi Arabia
August 2006

Banking Operation, Financial, Marketing, English for Business, Learning Strategies and IT

## Training

**Behavioral Interviewing Skills**

**Compensation and Benefits**

**Dialogue Awareness**

**Power of Choice**

**Awareness Program QMS & ISMS**

**ER Workshop**

**Communication Skills**

**English Courses**

**Oracle Performance Management**

**Safety Awareness Training**

**Mercer Job Evaluation Training**

**Managing @ Zain**

## Specialties

Oracle HR

Re organization

Recruitment process from (Sourcing to On-boarding).

HR Operations

Manpower القوى العاملة

## Skills

### HR Oracle

**Level:** Expert  |  **Experience:** 10 years or less

### Excel sheet

**Level:** Expert  |  **Experience:** 5 years or less

### Communication Skills

**Level:** Expert  |  **Experience:** More than 10 years

### Analysis

**Level:** Expert  |  **Experience:** 5 years or less

### Management skills

**Level:** Expert  |  **Experience:** 5 years or less

### Problem Solving Skills

**Level:** Expert  |  **Experience:** 5 years or less

### Team Work

**Level:** Expert  |  **Experience:** 10 years or less

### HR Policies

**Level:** Expert  |  **Experience:** 10 years or less

### Job Descriptions

**Level:** Intermediate  |  **Experience:** 5 years or less

### Employee Relations

**Level:** Expert  |  **Experience:** 5 years or less

### Employee Benefits

**Level:** Expert  |  **Experience:** 5 years or less

## Languages

### English

**Level:** Very Good

### Arabic

**Level:** Expert