

🏠 Saudi Arabia – Eastern Province - Dammam  
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# NAIF ALI GHALY

## HRD

## 📋 OBJECTIVE

My goal is to apply my extensive experience in Human Resources Management and Organizational Development to create an integrated work environment that supports the achievement of company objectives and enhances employee productivity and satisfaction. I focus on improving internal processes and developing talents to achieve sustainable excellence.

## 🎓 EDUCATION

**Diploma** | King Abdulaziz University  
2021 – GPA: 99%

**Professional Diploma** | Training Center – Eastern Province Chamber of Commerce  
2020 – PROFICIENT

## 👜 EXPERIENCE

**HR Manager** | Inma Al Bilad Contracting  
01/06/2023 – PRESENT

- Responsible for developing the HR department and recruiting the team.
- Established a strategic plan, structure, authority matrix, and task distribution for the HR department.
- Created HR policies, procedures, forms, and manuals.
- Managed daily HR operations.
- Automated HR through the Odoo platform.
- Talent acquisition and management.
- Achieved company objectives through Saudization, localization, training, and performance management.
- Semi-annual reports on HR costs and budgets.
- Established a performance and evaluation management department.
- Established a training and development department.
- Worked on initiatives and programs like Moa'ma and compliance and self-assessment.
- Managed government platforms and contracts.
- Designed a salary scale and job grades.
- Worked on payroll records and payroll processes.
- Managed leave balances and arrangements.
- Tasked with organizational development, participating in strategic direction, organizational structure, key objectives, vision, mission, and principles, and an action plan.

**Administrative Manager** | Wadi Maramer Contracting Company  
01/10/2022 – 30/05/2023

- Responsible for HR operations and administrative affairs for the Qatif Water Network project.
- Managed daily attendance and timekeeping.
- Responsible for payroll and monthly attendance records.
- Managed safety and security at work sites.
- Managed work risks and injuries.
- Led the HR, administrative, and security teams, distributing tasks.
- Provided monthly reports to the General HR Manager.
- Responsible for project recruitment and onboarding

## **HR Development Manager | PPC Contracting**

01/03/2022 – 10/10/2022

- Responsible for developing the HR department and redesigning the structure, task distribution for the team.
- Managed daily employee relations operations.
- Created HR policies, procedures, forms, and manuals, along with an organizational structure.
- Managed initiatives and qualitative activities to improve the work environment.
- Managed recruitment and training.

## **HR Development Manager | RAWAT ALMAJALIS Factory Company**

07/2021 – 07/2022

- Established a modern HR department.
- Created policies, procedures, and forms.
- Recruited the team.
- Managed government platforms.
- Created authority and responsibility matrices.
- Monitored industrial licenses, environmental management, and the Ministry of Investment.

## **Employee Affairs Manager | Metal Global Company**

10/2015 – 06/2021

- Responsible for employee affairs and recruitment.
- Managed government relations.

## **Assistant HR Manager | AUTOMOTIV Company**

01/2011 – 10/2015

- Created HR management forms and policies.
- Managed daily employee affairs and recruitment.
- Managed government relations and platforms.
- Planning and development.

## **Administrative Manager | Al-Qahtani Contracting Company**

01/2009 – 01/2011

- Responsible for administrative affairs.
- Managed government relations.

## **SKILLS**

- Analytical skills
- Excel skills
- Computer skills
- Leadership skills
- Team management skills
- Organizational development skills
- Recruitment skills
- Communication skills
- Teamwork skills
- Strategic orientation skills
- Technical and AI skills

## **ACTIVITIES**

Technology sector, contracting and projects sector, equipment rental sector, restaurant sector, transport sector, medical sector, spare parts sector, oil and gas sector.