

Fahad Khalaf Aldhubaub

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Brief

Experienced HR professional with over 8 years of expertise in human resources management and administration, including strategic roles with prestigious organizations such as the SABIC, PwC, and Aramco joint projects. Currently serving as the Head of HR at ASSAF Industry, where I established the HR function from the ground up. Proven track record in talent acquisition, organizational development, policy creation, and workforce planning. Holds a diploma in HR Management from the Institute of Public Administration and pursuing a Bachelor's degree in Business Administration. Known for building efficient HR systems that align with business goals and enhance organizational performance

Experience

January 2025– Present

HR department, HR Operations Manager at ASSAF INDUSTRY Co

- Establishing and managing HR policies and procedures.
 - Leading recruitment, onboarding, and workforce planning.
 - Managing workforce administration and optimizing manpower allocation.
 - Handling employee relations and ensuring compliance with labor laws.
 - Overseeing payroll management and ensuring accurate salary processing.
 - Developing compensation, benefits, and performance management programs.
 - Ensuring compliance with nationalization (Saudization) quotas and labor regulations.
 - Managing HR costs and optimizing budget allocation.
 - Driving HR digital transformation and operational improvements
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April 2021– April 2023

PMO & SMO department, Sr. HR Consultant at PricewaterhouseCoopers Middle East - (PwC)

- Developing and Implementing HR Strategies: Collaborating with clients to design and implement effective HR strategies that align with their business goals, improving employee performance and organizational efficiency.
 - Advising on Talent Management and Workforce Planning: Providing expert advice on talent acquisition, retention, succession planning, and workforce development to ensure clients have the right skills and capabilities for future growth.
 - Conducting Organizational Audits and Compliance Reviews: Performing thorough audits of HR policies and procedures, ensuring compliance with labor laws and regulations while recommending best practices for improving HR operations.
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Feb 2018 – Feb 2020

COTC Business & Technology department, Sr. Professional Support Services at SABIC & ARAMCO Joint Venture

- Played a key role in workforce planning, optimizing team structures for two major projects.
 - Assisted in streamlining the recruitment process, cutting down the hiring time by 20%.
 - Managed internal communication platforms, improving staff engagement rates.
 - Developed and maintained an employee database.
 - Coordinated office logistics for meetings and events
 - Supported the HR team in implementing a new performance management system.
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	<p>Feb 2016 – Feb 2018 HR department, Personnel Officer-District, at SEPCOSAUDI Company (+650 employee)</p> <ul style="list-style-type: none"> • Full responsibility of all employees’ affairs in Riyadh – Qassim – Hail Regions • Coordinating and interviewing candidates and selection of the most appropriate. • Follow-up issuance of travel tickets for employees and visas. • Follow-up monthly attendance reports for all departments employees. • Coordinate termination and discharge transactions. • Receiving observations and problems of employees and working to solve them. • Official letters (salary definition - experience\disclaimer certificates,). <hr/> <p>Feb 2015 – Feb 2016 HR department, HR Officer at United Construction Company (+100 employee)</p> <ul style="list-style-type: none"> • Issuing travel tickets (airlines, trains, buses). • Updating company polices & procedures along with the team. • Talent Acquisition operations (Searching, Call interview, face to face interview, shortlisting, Hiring, onboarding,) • GOSI operations (adding, removing, updating salaries, work injury). • Medical insurance operations. <hr/> <p>Nov 2011– Mar 2013 Operation department, Administrative Assistant at HOW medical Company</p> <ul style="list-style-type: none"> • Managing Patient Records and Documentation: Ensuring that all patient records are accurately maintained, updated, and securely stored, complying with medical privacy regulations. • Scheduling Appointments and Managing Communication: Coordinating appointments, answering phone calls, and managing communication between medical staff, patients, and other departments. • Supporting Medical Staff with Administrative Tasks: Assisting healthcare professionals by preparing reports, handling billing processes, and ensuring that medical supplies and office equipment are well-organized and available. 	
<p>Education</p>	<p>Diploma Degree in HRM - Institute of Public Administration / Jan 2013 - Jan 2016.</p>	
<p>Training courses</p>	<ul style="list-style-type: none"> • First Aid, CPR and AED - American Heart Association – Dec 2019 Riyadh • Labor Law - HR Professionals Center, May 2018 - Riyadh • Human Resource Management - HR Professionals Center, Mar 2018 Riyadh • Building and management teamwork - Ibrahim bin Abdulaziz Al-Ibrahim Academy - Jun 2016 Riyadh 	
<p>Skills</p>	<ul style="list-style-type: none"> • HR Department Startup Expert. • Job Descriptions Development. • HR Operations. • Staff Development. • Policies and Procedures. 	<ul style="list-style-type: none"> • Emotional Intelligence. • Teamwork and Collaboration. • Time management. • Flexibility & adaptably. • MS Office.