

FARIS ALOTAIBI

HR Supervisor

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Professional Summary

Certified HR professional with over 13 years of progressive experience in human resources management, administration, and legal compliance. Proven track record in overseeing recruitment, training, policy implementation, and employee relations. Skilled in aligning HR strategies with business goals, ensuring full compliance with Saudi labor law, and contributing to a productive and legally sound workplace. Recently volunteered with a law firm to enhance legal expertise in employment matters.

Certifications & Training

- PHRI – Professional in Human Resources International (Bakkah), November 2022
- IELTS – English Language Proficiency, February 2020

Professional Experience

HR Supervisor

SYSTRA KSA, Riyadh
July 2021 – March 2024

- Led recruitment, onboarding, policy development, and performance management.
- Ensured compliance with Saudi labor laws and internal policies.
- Coordinated employee development and training programs.
- Managed employee records, HR systems, and compliance reporting.
- Advised leadership on workforce planning and employee engagement.

HR Officer / Training Coordinator

NOKIA, Dammam
January 2019 – January 2021

- Designed and executed training and development plans.
- Managed employee evaluations and HR documentation.
- Oversaw recruitment needs and hiring workflows.
- Addressed employee issues and supported departmental HR budgets.

HR Specialist

NOKIA, Dammam
February 2017 – December 2018

- Supported onboarding, benefits, and HR documentation.
- Maintained personnel files and insurance coordination.
- Assisted with policy enforcement and HR audits.
- Organized HR events, reviews, and communication activities.

HR Assistant

Mohammed Al-Mojil Group (DMS), Dammam
February 2011 – January 2017

- Managed employee records and responded to HR-related inquiries.
- Coordinated interviews, meetings, and recruitment activities.
- Supported onboarding and insurance enrollment.

- Maintained documentation and administrative support.

Volunteer – Employment Law Support

Sure Law Firm, Riyadh

September 2024 – Present

- Provided legal and administrative support in employment-related matters.
- Assisted in reviewing employment contracts and advising workers on their rights under Saudi Labor Law.
- Collaborated with legal teams to resolve disputes between employees and employers in compliance with Ministry of Human Resources regulations.

Key Skills

- Talent Acquisition & Workforce Planning
- Training & Development
- HR Compliance & Saudi Labor Law
- Performance Management
- HR Policies & Administration
- Employee Relations & Conflict Resolution
- HRIS Systems & Reporting
- Communication (IELTS Certified)

Languages

- Arabic – Native
- English – Advanced (IELTS Certified)