

# FAHAD ALSHAIKH

## HR & Real Estate Supervisor

### PROFILE SUMMARY

HR professional with 19+ years of experience in human resources and real estate supervision. Expert in employee relations, recruitment, HR operations, and ERP systems (SAP & Oracle). Proven track record in streamlining HR processes, managing teams, and driving operational efficiency.

### KEY SKILLS

HR Operations & Policies, Employee Relations & Engagement, Recruitment & Onboarding, Performance Monitoring, Time Management & Leadership, ERP Systems (SAP, Oracle), Microsoft Office (Excel, Word, Outlook), Power BI & Data Analysis, Effective Communication, Problem-Solving & Critical Thinking, Teamwork & Brainstorming

### WORK HISTORY

#### REAL ESTATE SUPERVISOR 11/2023 to Current

**Emkan First Real Estate Co.**, Riyadh, Riyadh Region

- Managing rental collections and preparing lease agreements via Ejar platform.
- Handling tenant communications, contract renewals, and terminations.
- Coordinating with government entities (Municipalities, Electricity & Water).
- Managing employee contracts on Qiwa and updating GOSI data.

#### HR SUPERVISOR 09/2021 to 12/2022

**Armetal Metal Industries Ltd.**

- Supervised attendance and performance for 500+ factory employees.
- Prepared attendance and absence reports using Excel.
- Created and maintained employee data in comprehensive Excel sheets.
- Coordinated with HR department for employee requests and operational needs.

#### HR COORDINATOR & RECRUITMENT SPECIALIST 10/2009 to 08/2020

**Saudi Ceramics Co.**

- Managed leave and sick leave requests using SAP ERP.
- Processed medical insurance, travel bookings, and end-of-service settlements.
- Coordinated payroll for leave and salary advances.
- Handled government procedures for visas and exit/re-entry permits.
- Led recruitment: candidate sourcing, interviews, job offers, and onboarding.

#### PERSONNEL SPECIALIST 09/2008 to 09/2009

**Saudi Medical Services Co.**

- - Prepared employee contracts and leave documentation.
- - Arranged travel bookings and medical insurance.
- - Supported HR documentation and administrative tasks.

**HR SPECIALIST** 10/2003 to 08/2008**Al-Khorayef Commercial Co.**

- - Archived and organized employee files.
- - Prepared official letters (employment and leave letters).
- - Arranged travel bookings and drafted employment contracts.
- - Managed employee data in Oracle ERP system.
- - Received Certificate of Appreciation for outstanding data entry efforts.

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**EDUCATION****Imam Muhammad Ibn Saud Islamic University, Riyadh**  
**B.A., Business Administration, 01/2015 to 01/2019**

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**WEBSITES,  
PORTFOLIOS,  
PROFILES**

- [linkedin.com/in/fahad1983](https://www.linkedin.com/in/fahad1983)

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**LANGUAGES**

Arabic: Native

English: Very Good Command