

Majed Ahmed Alalawi

SHRM | TOT | Human Resources Manager | Human Resources Consultant | Human Resources Business Partner | Talent Acquisition

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SUMMARY

Human Resources Manager with extensive experience in recruitment, talent development, and HR operations. Expert in designing and executing HR strategies that align with business goals and foster a high-performance culture. Passionate about developing people, improving processes, and enhancing employee engagement and satisfaction. Proven ability to manage key HR functions, including performance management, benefits administration, and compliance.

EXPERIENCE

Human Resources Manager

Piot Maysan Trading Company - Multi Brands

- Lead and manage all HR functions including recruitment, performance management, employee relations, and organizational development to ensure alignment with company goals.
 - Design and implement HR policies and procedures that enhance operational efficiency, ensure legal compliance, and promote a positive work environment.
 - Oversee payroll processing and benefits administration, ensuring accuracy and compliance with internal controls and regulatory requirements.
 - Develop and execute talent acquisition strategies to attract, select, and retain high-performing candidates.
 - Partner with senior leadership to support workforce planning, succession strategies, and HR analytics for data-driven decision-making.
 - Establish and develop the organizational structure to ensure clarity of roles and responsibilities and enhance operational effectiveness.
 - Lead employee engagement initiatives and cultivate a high-performance culture through targeted programs, feedback mechanisms, and recognition systems.
 - Ensure compliance with labor laws and mitigate risks by staying current with employment legislation and HR best practices.
 - Implement learning and development strategies to upskill employees and build a future leadership pipeline.
 - Government Platforms Management: Oversee and manage government platforms, including Muqeem, Qiwa, GOSI, and Mudad, ensuring compliance with regulations and facilitating smooth HR operations.
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Freelance Recruitment Specialist - Various Companies

- Identify hiring needs and understand client requirements.
 - Screen resumes and conduct initial interviews to assess qualifications.
 - Coordinate and manage the recruitment process between candidates and clients.
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Human Resources Specialist

Khaled Salim Al-Ahmadi Contracting Company

- **Recruitment:** Develop and implement effective recruitment strategies, source candidates through various channels, and conduct interviews and assessments.
 - **Employee Relations:** Handle conflict resolution, workplace investigations, and terminations and holidays. Foster a positive and inclusive workplace culture by promoting teamwork and communication.
 - **Government Platforms Management:** Oversee and manage government platforms, including Muqem, Qiwa, GOSI, and Mudad, ensuring compliance with regulations and facilitating smooth HR operations.
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Security and Safety Operations Manager

Ehab Ahmed Safi Contracting Establishment

- **Developing and Implementing Safety Plans:** Establishing policies and procedures to ensure the safety of employees and facilities, including emergency and evacuation plans.
 - **Monitoring Compliance with Safety:** Ensuring that employees follow preventive measures and adhere to approved safety standards.
 - **Maintaining Safety Equipment:** Ensuring that all safety equipment (such as fire extinguishers and alarm systems) is functional and ready for emergencies.
 - **Preparing Safety Reports:** Preparing regular reports on the safety conditions within the facility and submitting them to upper management.
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Customer service

Body Master

- **Answering Inquiries:** Responding to members' and visitors' questions regarding memberships, schedules, training programs, and available services at the club.
 - **Resolving Issues and Complaints:** Handling any issues or complaints raised by members and working to resolve them quickly and effectively to ensure their satisfaction in a concise and accurate manner.
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Occupational Safety and Security Technician

Saeed Makki Hotel Group

- **Regular Inspections:** Conducting periodic inspections of the facilities to identify potential hazards and providing preventive solutions.
 - **Preparing Reports:** Preparing reports on incidents, actions taken, and documenting maintenance and repairs.
 - **Risk Analysis:** Assessing workplaces for any potential risks and suggesting improvements to enhance safety.
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Command Center Operator

Al-Injazat Al-Arabia Company

- **Monitoring Cameras:** Continuously watching live footage from surveillance cameras to detect any unusual or suspicious activity.
 - **Preparing Regular Reports:** Creating periodic reports on monitored activities and potential risks that have been observed.
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EDUCATION

Taibah University

January/2025

Bachelor's in English Language, Department of Languages and Translation, Faculties of Arts and Humanities.

Professional Certifications

- SHRM - ACHRM

Advanced Certificate in Human Resources Management (ACHRM)

- TOT - Training of Trainers

Oxford Training Academy (OTA)

COURSES

- Human Resources Camp
- Human resources management
- Introduction to Human Resources Functions
- Introduction to Strategic Planning for HR
- Human Resource Management in Hospitality
- PMP - Project Management Professional
- Performance Management
- Sports Event Management
- Problem Solving and Decision Making
- Time Management

PERSONAL SKILLS

- Recruitment and Talent Acquisition
- Human Resources Operations Management
- Proficient in all Microsoft Office programs
- Strong communication skills
- Solving problems and taking decisions
- Quick learning