

HAMDAN ALSHEHRI

HR Manager, Administration Manager & HR Information System, Trainer & Leader

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SUMMARY

Results-driven **Human Resources Manager** with over 5 years of experience overseeing HR operations, policy development, and employee engagement across organizations. Skilled in aligning HR strategy with business objectives, driving digital transformation through HR systems (Qiwa, Mudad, HR Works, MenaME), and ensuring full compliance with Saudi labor regulations. Proven track record in optimizing payroll accuracy, standardizing procedures, and fostering a performance-driven culture that enhances organizational and employee efficiency.

SKILLS & OTHER

- **Strategic Planning**
- **Compensation and Benefits**
- **Talent Management**
- **Government Platform**
- **Onboarding/Offboarding**
- **Employee Relations**
- **Formulating Policies**
- **Recruitment Planning**
- **HR Information Systems**
- **Staff Training**
- **Enterprise Resource Planning**
- **Personnel Engagement**
- **Performance Management**
- **Conflict Management**
- **Leave of Absence Transitions**
- **Organizational Development**
- **Leadership & Navigation**
- **Ethical Practices**

WORK EXPERIENCE

Human Resources Manager

January 2024 – April 2024

Ayan Holding Company, Jeddah, KSA

- Managed all HR and government affairs functions through Qiwa, Mudad, and HRDF platforms, ensuring **100% compliance with regulatory requirements**.
- Processed employee documentation and **residency renewals for over 100 staff**, maintaining accurate and up-to-date records.
- Implemented HR procedure and **digital filing system**, improving record **accuracy and accessibility by 30%**.

Human Resources Specialist

August 2019 – October 2023

Cigalah Healthcare Company, Jeddah, KSA

- Spearheaded HR operations across **ten subsidiary companies**, standardizing policies and workflows while **managing two junior HR officers** to manage core HR functions independently.
- Directed end-to-end payroll processing via HR Works and MenaME, achieving **100% on-time salary delivery** and **zero critical audit findings** for four consecutive years.
- Collaborated with IT to integrate MenaME and HR Works systems, **automating leave and attendance data** and cutting manual input time by **over 60%**.
- **Conducted 10+ HR training sessions** on ERP and **employee self-service systems**, creating comprehensive process documentation that improved onboarding and cross-departmental coordination.
- Administered **employee benefits and health insurance programs** with Bupa and Tawuniya, maintaining **99% accuracy** in data and renewals.
- Revised HR policies in line with **Saudi Labor Law** and coordinated company rollout, ensuring compliance.
- Partnered with Finance to design **Excel-based reconciliation models**, reducing monthly payroll discrepancies by **25%** and improving reporting efficiency.

EDUCATION & CERTIFICATION

University Of Jeddah, Saudi Arabia

Bachelor's Degree – Business (Human Resources Management), **2018**

- Termination of employment contracts (Sky Global Training Institute), **2019**
- Leadership and self-development (King Abdulaziz University), **2016**

Language – English (*Professional Proficiency*) & Arabic (*Native*)