

Faisal Al-Sahafi

Saudi Arabia | +966569416950 | Faissal1in@gmail.com
[linkedin.com/in/faisalalsahafi](https://www.linkedin.com/in/faisalalsahafi)

Professional Summary

Human Resources professional with an academic background in Law and a Master's Degree, with a strong focus on regulatory compliance, policy interpretation, and documentation management. Possesses strong analytical capabilities that support the implementation of HR policies in alignment with labor laws and corporate governance standards. Experienced in reviewing internal procedures, organizing records, and handling sensitive matters with confidentiality and professionalism. Demonstrates the ability to support employee relations and contribute to policy development and operational efficiency improvements. Seeking a Human Resources role that promotes a structured and compliant work environment.

- **SHRM-CP Certificate from Rooted HR**
-

Education

Master of Business Administration (MBA) - London College

Bachelor Degree in law – King Abdulaziz University | 2022

Projects

- Graduation Project: The Implications of Electronic Administrative Contracts
- Conducted comprehensive legal analysis of electronic administrative contracts from regulatory, operational, and economic perspectives
- Evaluated regulatory frameworks, identified legislative gaps, and proposed structured improvements
- Studied dispute resolution mechanisms and judicial procedures related to electronic contracts
- Analyzed the impact of digital transformation on administrative efficiency within the public sector
- Provided practical recommendations to strengthen compliance, transparency, and contract management practices

Certifications

- Fellowship in Legal Advisory in Islamic Financial Jurisprudence and Dispute Resolution – Saudi Judicial Scientific Society | 2023

Achievements

- **Master of Business Administration (MBA) - London College**
- Developed a specialized research project on electronic administrative contracts with practical regulatory recommendations
- Designed an analytical framework for assessing compliance in digital contracts

Experiences

- Customer & Administrative services - Lulu Hypermarket 2023 – 2025
- Customer & Administrative services – Jarir Bookstore 2020 - 2022

Skills

Personal Skills

Effective Communication | Analytical Thinking | Teamwork | Attention to Detail | Resource Management | Monitoring | Presentation Skills | Academic Writing | Ability to Work Under Pressure

Practical Skills

Recruitment Support | Performance Monitoring | Report Preparation | Presentation Preparation | Accounting Fundamentals | Capital Expenditure Awareness | Database Management | Troubleshooting | Operational Follow-Up | Administrative Coordination | Operations Support | Information Management

Technical Skills

Microsoft Office Suite | Spreadsheet Applications | Presentation Software | Email Management Systems | Customer Relationship Management Systems | Enterprise Resource Planning Systems | SAP | PDF Processing Software | Windows Operating System | Information Technology | Digital Platform Management | Fast Typing

Languages

Arabic: Native | **English:** Professional Working Proficiency