

# Elsayed Mohamed Asker

Jeddah, Saudi Arabia

Date of Birth: 20th, Sep 1988 - Marital Status: Married.

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## Career Profile:

- Innovative HR Professional with an extensive 10 years of international HR experience providing comprehensive, progressive HR expertise within both corporate and practice contexts. Skillful Chartered in Organization Development, Learning and development, Talent Acquisition, Talent Management, and Strategic and operational HR functions.
- Analytical professional skilled in successfully navigating corporations large and small through periods of accelerated growth. Collaborative communicator continually focused on building relationships and promoting synergy across business lines, comprehensive business approaches, and enhanced profitability.

## Areas of Expertise include:

- Recruitment & Executive Search
- Strategic Human Capital
- Strategic Management
- Succession Planning
- Training & Development
- Salary Structure & Rewards
- Employee Engagement
- Organisation Design
- Performance Management
- Policies & procedures
- Leadership Development
- Compensation & Benefits

## Career Progress

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Mootah Medical co • Jeddah • Mar /2013 till present <http://mootah-medical.com/>

Promoted to: HR & Operation Manager, From Jan 2016 – Present.

“Medical devices company based out of Saudi Arabia”

## Key Achievements:

- Making an internal regulation for the company approved by the Saudi Labor Office.
- Create a list of human resource management policies and procedures.
- Establishing and activating the self-service system that includes all personnel affairs transactions to facilitate the process of employee requests.
- Collecting 95% of the arrears of payment by the government agencies to the company during my work as a collection officer next to the Human Resources Department.
- Creating a clear organizational structure for the company that includes a clear career path for each job of the company.
- Create account opening forms for deferred sales for institutions and companies.

## Scope of Work:

- Developed and implemented HR strategies and initiatives aligned with the overall business strategy.
- Handled employee relations by addressing demands, grievances, or other issues.
- Managed recruitment and selection process, Learning & Development ...etc.
- Supported current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Developed and monitored overall HR strategies, systems, tactics, and procedures across the organization.
- Oversee and manage a performance appraisal system that drives high performance to achieve the concept of Performance Organization.
- Maintained pay plan and benefits program.
- Lead the Training team to create and assess training needs to apply and monitor training programs.
- Reported to management and provided decision support through HR metrics.
- Ensured legal compliance throughout human resource management.
- Managing all human resources operations, making medical insurance contracts, car insurance, and warehouses, managing salaries, making salary surveys, analyzing the causes of labor turnover in the company, following up employee contracts, following the government relations, and government website).

## **Promoted to: HR Generalist, From Mar 2013 to Dec 2015 - Mootah Medical Co.**

- Making a monthly report on the labor turnover in the company to determine the size and quality of employment for each department at the end of each year.
- Making job analysis models and job descriptions for all the company's jobs and updating them continuously.
- Reviewing and updating employee files, drafting job advertisements and conducting job interviews, finishing everything related to the Personnel Affairs Department, from payroll, vacations, entitlements, etc.,
- Preparing attendance and leaving reports for all branches of the company,
- Ending all matters related to the work system from the Labor Office (Passports, Muqem, Tamm, Qiwa, Social Insurance).
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- Making medical, car, and property 2 insurance (Renewal and updating all identification documents for the company and its branches; preparing employee training programs and bringing training offers; solving employee problems; supervising relations between employees).

## **Collection Supervisor, From Jan 2017 to Dec 2022 - Mootah Medical Co.**

- Preparing a report on the sales of government agencies at the end of each month.
- Preparing a file for each government agency - Follow-up of the company's branches to bring receipt vouchers and government agency declarations.
- Following up on an Etimad platform to raise financial transactions.
- Analyzing the sales volume of each government agency on a quarterly basis.
- Supervising the closing of each completed transaction payable to the accounts department.

## **Additional Experience**

- Head of Contracts Department, CSC Company – Egypt, Mar 2011 to Jan 2013.
- Warehouse Supervisor, CSC Company – Egypt, Jan 2010 to Feb 2011.
- Trainer Lawyer, Aug 2009 to Dec 2010.

## **Education & Professional Certificates**

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- Project Management Professional “PMP”, certified by Technical and Vocational Training Corporation - Sep 2023.
  - HR Diploma (Professional and Advanced) at Egycham accredited by Ain Shams University and HRCI – Jan 2022.
  - Bachelor's degree in Law, Faculty of Law, Tanta University (2009).

## **Courses**

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- Business English Course, certified by Enosoft Training Academy Mar 2022.
  - (Discover your strength, engineer your persuasion, personal success, financial success, the magic of motivation, the essence of leadership, and effective negotiation skills).
  - (Management of personnel affairs and administrative development, smart management of human resources, strategic planning and change management, administrative leadership, and team building).
  - Drafting legal regulations and notes, secretarial and office management, administrative assistant and team building, public speaking in influence and persuasion, writing reports and administrative letters, ICDL.

## **Skills**

### **Computer Skills:**

- Super User on Oracle.
- Excellent Knowledge of MS Office (Excel – PowerPoint – Word – Outlook).

### **Language Skills:**

- Arabic: Mother's tongue.
- English: Very good command of both spoken and written.