



Maged Yassin Eltabakh

HR ASSISTANT MANAGER

Hassan Ibn Al Hussien st.,
Riyadh, Kingdom Saudi Arabia

ABOUT ME

Business administrative graduate with over 10 years of experience working in human resource department of two leading companies, Desires to join your company to maintain and improve the organization's staff strength by insitufing effective HR functions, as well as inifiafing chances for increased productivity.

PERSONAL DETAILS

Date of birth

2-4-1986

Nationality

Egyptian

Marital status

Married

DRIVING LICENS E

Driving license category

Having a private car and valid driving license

REFERENCES

References available upon request

EDUCATION

Bachelor

Faculty of Commerce, Business Administration / Alexandria / 2008

WORK EXPERIENCE

HR Assistant Manager

Best Rent a Car / Riyadh / Aug 2016 - Present

Brief of Tasks and Duties:

Nov 2019 - HR Assistant Manager

- Prepare the Annual succession plan for the core and critical positions, to ensure work continuity and efficiency.
- Sefing up Org. Structure and Departments charts.
- Reviewing and developing the current Policies & Procedures.
- Reviewing employees' tasks and defies.
- Prepare the annual vacafions plan. To ensure using vacation balances on the due date.
- Find practical solutions to stop the unnecessary costs.
- Prepare the Service Level Agreement (SLA) for HR Dept.
- Preparing HR annual report, "Achievements and challenges"
- Developing a new interview assessment methodology.
- Improving onboarding orientation for the new employees.
- Ensuring the implementation and commitment of employees to the company's policies and regulafions.
- Review job fitles and compare them with job descriptions.
- Analysis of job performance to identify the strengths and weaknesses of employees and work on it by training, developing, or otherwise.
- Assisting the Management in preparing the annual Manpower Plan.
- Supervising and following up all works and workflow in HR Dept. Aug 2016 - Nov 2019 - HR Supervisor
- Supervising and following up the workflow in HR Dept. to ensure the efficient progress of work and adherence to HR SLA.
- Assist the HR Manager in redistributing HR Tasks according to employees' abilities and skills.
- Prepare HR weekly and monthly reports.
- Processing the annual performance appraisal and preparing the final score list.
- Coordinating with Legal Dept. and handling all related documents for labor office cases.
- Preparing the administrative circulars in Arabic and English.
- Assist and train the new HR staff in addition to my base tasks.

HR Senior Specialist

Al-Ayuni Investment & Contracting Holding Company / Abha / Riyadh
/ Jul 2010 - Aug 2016

Brief of Tasks and Dufies:

July 2015 - Aug 2016 - HR Senior Specialist

- Assist and train the new HR admin staff in addition to my base tasks.
- Assist the HR Manager in redistributing HR Tasks according to employees' abilities and skills.

June 2012- July 2015 - HR personnel Specialist

- Preparing the introducfion leters, Experience, and salary cerfificates.

- Following up with GR team for Labor office cases and letters authentications.
- Preparing warning letters in line with labor law and company regulations.
- Assist the Payroll section during the closing salaries period. By reviewing attendance sheets before entering them manually into the system.

July 2010 - Jun 2012 - **HR Admin**

- Receiving employees' requests and reviewing it and fill out the missing information and submit to the concerned employee.
- Prepare work monthly report showing the complete and pending tasks.

LANGUAGES

Arabic

English

SKILLS

Excel, Word, Visio, outlook

Teamwork Leader

Time Management

Organize

Communication-Oriented

COURSES

SPHRi Certification - Accredited by Ain Shams University, Egypt and HRCI, USA

EgyCham / Aug 2021 - Present

PHRi Certification - Accredited by Ain Shams University, Egypt and HRCI, USA

EgyCham / Aug 2021

ICDL Certification

Ministry of communications and Information Technology / Feb 2008

Saudi Labor law workshop

Al-Ayuni Investment / May 2011

Social Insurance system

Al-Ayuni Investment / May 2011