

Saleh M Alzahrani

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Summary

A section head in Human Resources management recognized for demonstrating a natural aptitude for strategic planning and process improvement, I have a verifiable history of contributing directly to organizational growth throughout my career. As such, I have consistently exceeded performance goals, and I am adept at achieving maximum operational output with minimal resource expenditures. Professional focal points include department management, labor laws, culture and engagement, employee training, performance management, and reporting. Delivering superior administration in the latter areas of expertise requires the utilization of effective communication, problem-solving, and organizational skills. Currently, I am Performance Management Section Head, responsible for enhancing individual and team productivity. With a focus on fostering a positive culture, and collaborating with managers on implementing the performance management system, including coaching, training, normalization, scores finalization, compliance, communications, and engagement. I then monitor performance to identify and resolve process inefficiencies.

Education

Bachelor of Economics, 2014 | Umm AlQura University, GPA 3.06 out of 4

Experience

HEAD OF EMPLOYEE PERFORMANCE MANAGEMENT
Ministry of Energy

Mar,2022 – Present

وزارة الطاقة
MINISTRY OF ENERGY



- Managing projects to enhance and develop performance (Policies and procedures, Forms, System requirements, Automation).
- Implement campaign cycle (Planning, Mid-year, Final evaluation).
- Gather and review forms from the stakeholders to ensure it follows the SMART criteria
- Assess the evaluation review to ensure the best practices and finalize its result to meet the organizational requirements.
- Monitor KPIs achievement to assess team performance, provide feedback and coaching, facilitate conversations, and follow up on any obstacles.
- Built targeted communication and capacity building programs, enabling managers to effectively evaluate, measure, and optimize individual and team performance and productivity.
- Partnered with Human Resources Information System and Corporate Information Technology Services to develop, acquire, or enhance the Information Technology tools needed to support performance management activities (e.g. communication platforms, dashboards, operating systems).
- Conduct training and awareness sessions that define performance management and organizational goals evaluation.

HUMAN RESOURCE SPECIALIST

Ministry of Energy

Oct,2019 – Feb,2022



- Develop and implement HR policies throughout the ministry.
- Designing and implementing effective training and development plans.
- Identifies training needs and training gaps in the Ministry in a close cooperation with the line managers.
- Prepares training manuals and training offers for employees and managers.
- Cooperates with the external training vendors and delivers tailored training programs.
- Evaluates the quality of training courses and implements improvements.
- Overview of the employee activities and performance from time-to-time.
- Provide detailed reviews of employee performance.
- Plan quarterly and annual performance review sessions.

HUMAN RESOURCE ANALYST

Ministry of Energy Industry and Mineral Resources

Jan, 2018 – Sep2019

- Provide clerical and administrative support to Human Resources executives.
- Evaluating the effectiveness of training programs.
- Coordinate HR projects (meetings, training, surveys etc.)
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Communicate with public services when necessary.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Maintaining records of employee participation in all training and development programs.

Training & Certifications

- Ability and Personality Assessment, SHL.
- Competences Based Interview (CBI), SHL.
- Performance Management.
- HRD in Japan, Japan Cooperation Center Petroleum.
- Employee Performance management.
- Key Performance Indicator.