

### Executive Summary

A proactive and results-driven executive with over 20 years of leadership in Human Resources, Corporate Support, and Organizational Governance across both public and private sectors. Currently leading corporate support functions at a prominent holding company, with a track record of transforming a private family office into a fully operational holding entity aligned with Vision 2030. Proven ability to establish centralized shared services (HR, Legal, IT, Procurement, Facilities, Land Management) and implement strategic HR initiatives that enhance organizational stability, efficiency, and sustainable growth.

Recognized for strategic leadership in complex transformations and deep expertise in corporate governance, including service as Chairman and Member of multiple Nomination & Remuneration Committees (NRCs). Combines broad HR knowledge with insights from top consultancies (Korn Ferry, AON) to drive organizational design and reward strategies. Now seeking to leverage these experiences in a C-level role to cultivate a high-performance culture, drive strategic transformation, and strengthen corporate governance.

### Professional Development & NRC Roles

Actively engage with board members and executive leadership on governance protocols and business-critical decisions, serving as Chairman and Member Nomination & Remuneration Committee (NRC) for:

- AZAD Properties – NRC Chairman
- Jeddah Central Markets – NRC Chairman
- Elfaleh Sports House – NRC Chairman
- Forus RE investment – NRC Member
- Red Malls – NRC Member
- Prince Mutaib Foundation – NRC Member

AWJ Holding

**Chief of Sheard Services at ARC, AWJ Subsidiary**

*Dec '15 to date*

- Led the establishment and strategic development of the organization from the ground up through transformative initiatives aligned with Vision 2030.
- Spearheaded the creation of a centralized **Corporate Support Unit** within a subsidiary, overseeing HR, Legal, Governance, IT, Facilities Management, Land Management, and Procurement.
- Identified key organizational improvement areas and developed strategic plans to drive restructuring and enhance operational performance.
- Conducted competency-based assessments to support succession planning and leadership development.
- Developed and implemented comprehensive policies and procedures aligned with strategic goals and governance standards.
- Consolidated and optimized Human Resources and Shared Services functions to improve efficiency and standardization across departments.
- Mentored and developed team members to strengthen capability building and drive KPI achievement.
- Drove continuous improvement through KPI analysis to enhance operational effectiveness and process optimization.
- Established sustainable operational frameworks and roadmaps to support long-term organizational performance.
- Ensured strong compliance by leading policy development and overseeing governance, regulatory, and procedural adherence.

Achievements:

- Led strategic Saudization initiatives by establishing a graduate development program preparing high-potential Saudi talents for future leadership roles.
- Successfully partnered with **Korn Ferry** to design optimal organization structures, job descriptions, job evaluations, and reward systems, resulting in a more agile and efficient organization.
- Contributed to the restructuring of **AWJ Holding** by collaborating with executive leadership to build a strong governing company overseeing multiple subsidiaries.
- Maintained competitive advantage by partnering with **AON** to design short- and long-term incentive programs that significantly improved talent retention.

Public Education Evaluation Commission

**HR Consultant & Acting Human Resources Director**

*Jan '14 – Feb '15*

- Established and implemented HR policies, processes, guidelines, and procedures to guide organizational development
- Provided credible insight into the strategic planning to align with international standards & to support the national economy
- Created a work plan to evaluate and build a quality and professional system to enhance the technological and organizational capabilities in order to manage qualifications and connect them with the requirements of development and labor market
- Led through functional delivering of leadership in the most effective manner to enhance & develop people-related matters

- Drove HR strategies and policies and led resourcing recruitment, training, cost-efficiency programs, & employee relations
- Established performance management systems to evaluate performance, set goals, and conduct performance evaluations
- Provided up-to-date knowledge of current HR laws and regulations & developed and implemented compliance procedures

#### Achievements:

- Instilled dedication and commitment to launching the organization's ERP system, which resulted in transforming business operations, real-time visibility into the processes, improved decision-making, and enhanced customer service
- Successfully designed and executed a comprehensive HR strategy by developing and implementing policies, procedures, training, and guidelines resulting in a more streamlined and transparent HR function and improved employee satisfaction

Riyadh Chamber of Commerce

#### Senior Trainer

*Feb '14 – Dec '19*

- Delivered training on Human Resource skills, employment, job analysis, and assessments to over 12,00 Saudi Nationals

FedEx

#### HR & Administration Manager

*Mar '13 – Dec '13*

- Provided critical insight into the development of strategic performance management, learning and development frameworks
- Directed and aligned the strategic goals for the organization to drive the development to create a performance-based culture
- Executed culture alignment and the translation of the business vision into HR initiatives to drive performance & wellbeing
- Enhanced the employee experience while encouraging open communication and a proactive problem-solving mentality
- Led the talent management function to attract & retain talent by implementing programs that included Workforce Planning, Talent Gap Analysis, Succession Planning, Training & Development, Performance Management, Recognition & Retention
- Analyzed and reviewed data from employee satisfaction surveys to identify the changes required to promote positive change
- Identify & develop gaps within the training and development programs to increase retention, staff effectiveness, & growth
- Reviewed the competency framework and performance systems & identify opportunities to enhance the process & systems

#### Achievements:

- Utilized subject matter expertise to create and establish SMSA Academy, an independent foundation for staff training
- Successfully designed an incentive by introducing a 3-year contract agreement for couriers whereby the vehicle they used would become theirs after the time period, resulting in a significant reduction in the employee turnover rate by 7%
- Successfully developed and implemented a program to recruit females for the call center, resulting in an increase in the female employee Saudization rate of 7% within 6-months

Previous career roles:

**Personnel Director**, Nov '08 – Mar '13, Saudi Food & Drug Authority

**HR Planning & Studies Officer**, Nov '07 – Nov '08, Riyadh Military Hospital

**Ambulatory Care Services Representative – Team Leader**, Jul '03 – Nov '07, King Faisal Specialist Hospital & Research Center

#### Education, Professional Certifications & Courses

- **Education**
  - **Bachelor of Business Administration**, King Saud University – 2002
- **Professional Certifications & Executive Programs**

Completed more than **45 professional training programs** in leadership, management, and human resources. Key programs include:

  - **Senior Executive Programme – London Business School**
  - **Leadership & Management Specialization – Harvard Business School**
  - **Certificate in Board Directorship – BDI**
  - **CPP Program – CIPD**
  - **Job Description, Job Evaluation & Reward Certification – Korn Ferry**