

[FULL NAME]

HR Manager | Talent Acquisition · Saudization · Employee Relations

[City, Saudi Arabia] | +966 [Phone] | [Email] | [LinkedIn] | Nationality: [Nationality] | Iqama / Visa status: [Status]

PROFESSIONAL SUMMARY

HR manager with [X] years across recruitment, onboarding, payroll coordination, and labor-law compliance for [X]-employee organizations. Delivered [X]% Saudization improvement and reduced time-to-hire by [X] days.

WORK EXPERIENCE

HR Manager | [Company] | [MM/YYYY] – Present

- Hired [X] employees in [X] months; cut time-to-hire from [X] to [X] days.
- Raised Saudization from [X]% to [X]% (Nitaqat [band]).
- Managed GOSI, Qiwa, and Mudad compliance for [X] employees.

EDUCATION

B.A. HR / Business | [University] | [Year]

SKILLS

HR: Talent acquisition, Onboarding, Performance management, Employee relations
Compliance & Systems: Saudi Labor Law, GOSI / Qiwa / Mudad, Nitaqat (Saudization), SAP SuccessFactors, HRIS

CERTIFICATIONS

SHRM-CP / CIPD / HRCI | [Year]

[If held] SHRM / CIPD / HRCI

[If held] Saudi Labor Law training

KEYWORD CHECKLIST (DELETE BEFORE SENDING)

Use the exact wording from the job post where true for you: talent acquisition, Saudization, Nitaqat, Saudi Labor Law, GOSI, Qiwa, onboarding, payroll, employee relations.