

# ABDULAZIZ NADEEF

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Salamah, Jeddah, Saudi Arabia

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## EXPERIENCE

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### SAID BAWAZIR

Taif, Saudi Arabia

**HR Officer**

03/2016 to 12/2017

- Investigated and resolved employee relations issues, maintaining strict confidentiality and impartiality throughout.
- Coordinated and delivered inductions and onboarding procedures, providing welcoming environment for new employees.
- Conducted disciplinary, grievance and absence management, maintaining positive relationships with employees throughout.
- Negotiated collective bargaining agreements with labour unions, factoring in company profit and operational requirements to achieve favourable outcomes.
- Coordinated soldier combat training and handled logistics and administrative tasks.

### NESMA & PARTNERS

Taif, Saudi Arabia

**HR Coordinator**

10/2018 to Current

- Devised training programs for new and existing employees.
- Worked with department managers to assess needs.
- Designed and managed employee relationships initiatives.
- Created and implemented highly effective and individualised human resource solutions for clients.
- Resolved internal and external investigations.
- Maintain both hard and digital copies of employees' records.
- Support other assigned functions.

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## SKILLS

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- Benefits administration
- Employee relations
- Human resources operations
- Employee engagement
- Staff compensation

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## EDUCATION

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**MASTER IN BUSINESS ADMINISTRATION**

Taif University, Taif

2018

**CIPD L5 IN HRM**

Chartered Institute of Personnel and Development, Jeddah

2019