

Saleh Mohammed AL Azri



Contact



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Profile

I am a highly organized, dedicated and motivated HR Professional, with a proven ability to improve work environments and a commitment to employee welfare. Aiming to use my dynamic communication and organizational skills to achieve the HR initiatives. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. Possess around 9 years hands-on experience in the field of HR, coupled with a MBA.

Education Qualification

2024 ongoing (PHD, Management) Unisel , Malaysia

2019-2021 (Master in Business Administration – MBA)

A'Sharqiyah University .

2011 (Diploma in Business Administration) , Oman college of Management & Technology.

Academic Work Experience:

A'Sharqiyah University - Sep, 2022 till date – Lecturer in Management



Admin Work Experience:

A'Sharqiyah University - Feb, 2021 till 10th Sep, 2022

:Specialist Tasks & Responsibilities

Manpower Planning:

1. Champion in Manpower planning process and administration as per HR Manual and HR director instructions.
2. Maintaining updated manpower plan and provide the requested information to management for decision making.

Recruitment:

1. Lead and organize the internal and external recruitment process.
2. Prioritize the recruitment process as per related policies and management instructions.
3. Draft the advertisement in coordination with Departments and advertise the vacancies by coordinating with IT department.
4. Use the full range of recruitment tools and channels available including but not limited to online tools, recruitment firms, job fairs etc. in order to source and attract talent to ASU.
5. Liaison with external head-hunting agencies for niche and selected positions based on the sourcing strategy.
6. Schedule, organize and conduct the interviews for the shortlisted candidates as per related policies.

Selection:

1. Provide effective contribution to Interview Panel in order to make the right selection decision adhered with HR Manual and other related regulations.
2. Provide the intended information to select the suitable Job Group (classification) and Salary group.
3. Preparation of the recruitment report to get the intended approvals as per Manual of Authority.
4. Preparation of formal offer and submission of candidate credentials to the MOHE for receiving the approval.
5. Play effective role in the negotiation with the candidates.

On-Boarding process:

1. Follow up with selected candidates for completing the procedures with external authority and provide the intended documents in order to join the suitable time.
2. Coordinate with PRO for work permit applications, visa applications, resident cards etc.
3. Liaise with other departments for organizing the cabin, desktops, phones, other amenities etc.

4. Provide the intended information about the rules and regulation and workplace.
5. Ticket bookings and Hotel bookings for new joining candidates.
6. Preparation of Manpower contracts for Omanis.
7. Lasing with MOHE to get the intended approvals for Leading and Academic positions.

Omanisation:

1. Ensure the implementation of the Omanisation Policy in order to adhere with MOM and MOHE related regulations.

Quality and Contiguous Development:

1. Provide a full consultative service to management and line managers with regards to the recruitment regulations, industry and market trends.
2. Design and deliver innovative sourcing strategies and solutions to meet business growth needs and generate diverse pools of applicants.
3. Maintain record of preventive and corrective actions to ensure that mistake will not reoccur.

Reports:

1. Develop and maintain a talent pool record of qualified candidates in different disciplines.
2. Preparing the reports as required by the management.
3. Provide Monthly recruitment report.

A'Sharqiyah University - June, 2014 till Jan, 2021 – HR Officer

Publications & Conferences:

- Attended the thirty-fourth conference of the Arab Federation for Libraries and Information with a paper (Entrepreneurship in Electronic Archiving , Nov 2023, KSA.
- Crisis management in small and medium enterprises in light of economic globalization in the Sultanate of Oman and ways to overcome it, Jan 2024

- **The impact of human resources management strategies on job performance ((a case study of A'Sharqiyah University)), Sep 2023**
- **The impact of human resource management functions that enhance the competitive advantage in private higher education institutions, Democratic Arabic Center for Strategic , Political and Economic Studies , Jan 2022.**
- **Attended the pre- Conference workshops and conference at OSHRM 4th annual conference on 9th to 11th Oct , 2018 Muscat , Oman**



Achievements , Certificates & Workshops

- ✓ Best Academic Advisor Award for Academic Year 2023/2024
 - ✓ Best Employee in A 'Sharqiyah University 2015
 - ✓ Draft Recruitment Policy in ASU many times
 - ✓ Draft Soft service Policy in ASU
 - ✓ Training in administrative Affaires in Ministry of Housing from 18/07/2009 to 17/08/2009
 - ✓ I have got 403 in TOEFL
 - ✓ Attended workshop “ Keys to Excellence in administrative work’ from 7th June till 11th June , 2015 .
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References

Available on request.

27th Jun, 2024