

# Fawaz Fatta

Human Resources and Admin Director

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🌐 Saudi

👤 Married

## CAREER OBJECTIVE

- To achieve a leading executive position for which in-depth background, knowledge and experience of several years will have a valuable implementation.
- Senior level manager with several years of managerial experience. Strong strategic planning and people management skills. Accomplished manager with extensive experience.

## 17 YEARS - PROFESSIONAL EXPERIENCE HIGHLIGHTS

- 2015 • **Human Resources & Admin Director**  
2019 **Saudi Lebanese Factories (Patchi)**
- 2013 • **Corporate Services Director**  
2015 **Shahini Distribution**  
Managing Departments:
  - 🕒 HR Department.
  - 🕒 Purchasing Department.
  - 🕒 IT Department.
- 2012 • **General Manager**  
2013 **Al Ziad Media Group**
- 2005 • **Deputy General Manager**  
2008 **Fakieh Feed Factory**
- 2001 • **Human Resources Manager**  
2005 **Fakieh Feed Factory**
- 1999 • **Finance and Accounting Manager**  
2001 **Fakieh Feed Factory**
- 1998 • **Assistant Finance and Accounting Manager**  
1999 **Fakieh Feed Factory**

## EDUCATION

- 2010 • **Master of Information Technology Management**  
2012 **Webster University**  
📍 St. Louis, Mo, USA
- 2008 • **Diploma in Intensive English Program**  
2010 **University of Central Florida**  
📍 Orlando, FL, USA
- 1994 • **Bachelor of Business Administration**  
1998 **King Abdulaziz University**  
📍 Jeddah, Saudi Arabia

## WORK EXPERIENCE IN DETAILS

2015  
2019

### ● Human Resources & Admin Director

#### Saudi Lebanese Factories (Patchi)

📍 Jeddah, Saudi Arabia

- Develop, implement and periodically revise a standard HR policy for the company which consists of the compensation, benefits and leave eligibility, performance evaluation procedures, code of conduct.
- Develop and implement a fair and quantitative performance evaluation system; ensure timely conduct of employee appraisals.
- Served as strategic adviser on all departmental restructuring, workforce planning and business realignments.
- Providing advice and consultation with respect to finalize the budget through interaction with various departmental and branch Heads.
- Responsible for issuing and renewing all licenses and records of the government company from municipalities, ministries and agencies.
- Responsible for management of employee life-cycle including – identification, recruitment, induction & joining, resignation, full & final settlements.
- Create plans for adhering to Saudization as per the regulations, monitor and report the status to the owner.
- The company's official representative for all government departments.
- Managed staff logistics, management meetings and consulting engagements and acted as a liaison among the staff, the senior management and the Board of Directors.
- Established and maintained intern program, including a training manual and coordination with departments regarding training.

#### Achievements:

- Issues 322 visas within 2016 – 2017.
- Raising Saudization rate from Low Green to Platinum level (without any extra expenses or hiring employees).
- Implementation of a new human resources information system called (MenalTech).
- Spearheaded efforts to achieve ISO 9001 & 14001 certifications.
- Restructuring the entire company in line with economic conditions.

2013  
2015

### ● Corporate Services Director

#### Shahini Distribution

📍 Jeddah, Saudi Arabia

- Completely in charge of three departments (HR Department, IT Department and Purchasing Department).
- Design the goals, targets, plans and coordination for the department according to company's policies and procedures.
- Oversee all the functions related to the departments and follow up and evaluate all the jobs that are provided to the company from the departments.
- To accept all responsibilities related to the job and within the company and work as one team implement teamwork within the department and within the company.
- Main member in the planning and coordination team to submit targets for the coming year.
- Coordinate with other department's heads to achieve company goals.
- Contribute to the preparation of the annual budget.

#### Achievements:

- Modifying the procedures and policies of the procurement department of the entire company.
- Modifying the planning and strategy of the procurement department for the entire company.
- Implementation of a new ERP software system called (SAP).

2012  
2013

### ● General Manager

#### Al Ziad Media Group

📍 Makkah, Saudi Arabia

- Responsible for the all departments of the group (purchases, accounting, human resources, warehouses, production and marketing) and how to advancement and development them.
- Endorse the goals of short-, medium-, and long-term and approval of the proposed projects.
- Develop comprehensive annual plan which sets the operational programs ranked, and what is the desired yield, and how to finance it.
- Fully representative of the group in front of government agencies and private bodies and the courts.
- I was the main signatory on behalf of the owner, in the Chamber of Commerce and Industry in Makkah.
- Adoption of appointments, bonuses, promotions and sanctions and all the affairs of the services of the employees.
- Study the proposals prepared by the departments budgets and requirements of different needs, and approval them.

#### Achievements:

- Restructuring the company to help speed up tasks.
- Modifying the procedures and policies of the accounting department.
- Negotiation and contracting with Roland Japanese Company for the supply and purchase of (2) machines.
- Negotiation and contracting with Enka French Company for the supply and purchase of (3) machines.

2005  
2008

## ● Deputy General Manager

### Fakieh Feed Factory

- I was fully authorized to sign on behalf of Sheikh Abdul Rahman Fakieh, in Bank Saudi Fransi and Samba Bank on 42 accounts for the main corporate account of Fakieh Feed Factory.
- I was the main signatory on behalf of Sheikh Abdul Rahman Fakieh, in the Chamber of Commerce and Industry in Jeddah.
- Manage and control the quantity and quality of production, and the follow-up of the daily work schedules to meet the company's goals.
- Met or exceeded production demands and poultry farms expectations by improving productivity and quality levels.
- Coordinated scheduling, materials management, safety, strategic growth plan, product development and manufacturing engineering, maintenance, personnel planning and annual budget development.
- Improved on time shipping performance from 80% to a sustained level of 99.9%.
- Field visits at the appropriate times for different locations, to detect any defect or irregularities, or any lack of personnel or equipment or work methods.
- Managing the projects within the planning budget allocations to ensure that bypassed examines budget amendment requests that may be provided by the directors of the departments when necessary.
- Special requests are studying the needs of all factory departments from A to Z before approval.
- Meeting with department managers to discuss the objectives of the factory to resolve all the production obstacles.
- Monitoring of availability of the raw materials to meet the production schedule.

#### Achievements:

- Led Continuous Improvement actions which reduced raw material costs by 22%.
- Implementation of a new ERP software system called (Oracle).
- Spearheaded efforts to achieve ISO 9001 & 14001 certifications.

2001  
2005

## ● Human Resources Manager

### Fakieh Feed Factory

📍 Jeddah, Saudi Arabia

- I have played a key role in developing the employer's workforce, by advertise job postings, source candidates, conduct preliminary interviews and coordinate hiring efforts with managers responsible for making the final selection of candidates.
- Workplace safety is an important factor, so under the occupational safety and health Act, I have supported workplace safety training and maintain. In addition, work closely with (gosi) to manage the company's workers compensation issues.
- Strengthening the employer-employee relationship through measuring job satisfaction, employee engagement and resolving workplace conflict.
- I have handled with functions of compensation and benefits , include setting compensation structures, payroll and evaluating competitive pay practices. Also, negotiate group health coverage rates with insurers.
- I was dealing with Saudi labor laws and non compliance can affect productivity and ultimately profitability. HR staff must be aware of Labor Standards Act, Labor Relations Act and many other rules and regulations.
- I have provided to employees the necessary tools for their success, in many cases, means giving new employees extensive orientation training to help them transition into a new organizational culture. Also provided leadership training and professional development, such as performance management and how to handle employee relations matters at the department level.

1999  
2001

## ● Finance and Accounting Manager

### Fakieh Feed Factory

📍 Jeddah, Saudi Arabia

- Responsible for managing the entire section, and cost management products.
- Manage and oversee the daily operations of the accounting department including: accounts payable/receivable, payroll and utilities, treasury, budgeting and fixed asset activity.
- Coordinate and complete annual audits.
- Establish and enforce proper accounting methods, policies and principles.
- The management and direction of accountants to make sure they have access to adequate training stimulus and functional carrying out their responsibilities in accordance with the standards specified collection, tabulation and recording and relaying restrictions.
- Supervising data entry in the computer, and preparation of trial balance and financial statements and follow-up statements of accounts of customers and suppliers.

1998 ● Assistant Finance and Accounting Manager

1999

### Fakieh Feed Factory

📍 Jeddah, Saudi Arabia

- Preparing reports on sales / profits / losses.
- Monitoring and analyzing accounting data and produce financial reports or statements.
- Establishing and enforcing proper accounting methods, policies and principles.
- Establish and maintain fiscal files and records to document transactions.
- Print all the accounting reports daily and monitor an excess use of company's assets.

## LANGUAGES

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English



Arabic



## COURSES

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2014 ● The Bullet Proof Manager

Crestcom Leadership Training

2014 ● Quality Management System Requirements holder of ISO 9001:2000

Quality Consultants

2003 ● Internal Auditing Course holder of ISO 9001:2000

Det Norske Veritas

2003 ● Distinguish in Customers Services Program

Makkah Chamber of Commerce & Industry

1997 ● Art of Dealing with Audience

Makkah Chamber of Commerce & Industry

1996 ● The Nineteenth Applied Computer Diploma

Makkah Chamber of Commerce & Industry

1995 ● Diploma Public Relations, Ceremonies and Protocol

Makkah Chamber of Commerce & Industry