



# Talaat Mohammed Elbialy

**Address :** Jeddah , Saudi Arabia  
**Mobile:** +966562265870  
**Email:** [talaatelbialy@gmail.com](mailto:talaatelbialy@gmail.com)

## Summary

HR generalist with over 10 years of experience in managing all aspects of HR functions. Skilled in employee relations, talent acquisition, training, and organizational development.

## Work Experience

### **HR Generalist at Tarvet Trading & Distribution Co (October 2021–31/5/2024).**

- Direct the HR functions and programs to attract, retain, and motivate employees 100%.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements which reduce 40.
- Ensuring all HR policies, procedures, and processes are well implemented.
- Perform staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Monitoring the daily workflow of the department.

### **HR Generalist at Faden Contracting Co - KSA (Jan 2012 – June 2020).**

- Administrate compensation and benefits plans.
- Provided support to human resources manager, resulting in a positive impact on the company's overall performance
- Assist in talent acquisition and recruitment process.
- Responsible about Muqem & Tamm & GOSI etc..
- Managed the payroll process for 700+ employees, creating an automated system that ensured accurate and timely payment.
- Implement Medical Insurance & Vehicles insurance.
- Managed the HR database, ensuring accurate and up-to-date employee records, and improved data retrieval time by 50%.

### **HR Specialist at Faden Contracting Co -KSA (Sep 2007 – Dec 2011).**

- Prepare and review compensation & benefits packages.
- Assisting with monthly payroll.
- Health & cars insurance.
- Assisting with employee relations.
- Maintaining employee files and the HR filing system.

### **Document Controller at Altayyar travel Group – Egypt (Aug 2004 – July 2007).**

### **Document Controller at Wadi El-Nil for Fertilizers Co - Egypt (Sep 2001 – July 2004).**

## **Achievements**

- Lead the HR team in remarkable projects in Jeddah and Riyadh –KSA.
  - Project : King Road Tower"37 Floor Building" (Jeddah)
  - Value : 480,000,000 SR.
  - Owner : United Co.
  - Consultant: ASD Architects (Eng.Abdullah AlDughither)
  
- Project : American International School" (Riyadh)
  - Value : 238,000,000 SR.
  - Owner : OlyanGroup.
  - Consultant: Khatib & Alami
- Developed and implement the company salary scale for nearly 700 employees.
- Successfully managed the recruitment process for multiple departments, resulting in a 20% increase in employee retention rate.
- Designed a human resource database system to register, monitor, and extract reports; resulting in a 30% increase in efficiency.
- Negotiating a 10% reduction in healthcare costs while maintaining the same level of coverage for employees.

## **Education**

- Bachelor degree from faculty of Arts English section Tanta University.2001
- Conversational English from American University in Cairo "AUC".2004

## **Certificates and online courses**

- Oxford Home Study Centre (OHSC)- HR Management.2024
- HRM Diploma – Alison Educational –Ireland.2023
- Fundamentals of Digital Marketing – From Google –April 2020.
- HR prescribed course of study in Against Defeat.

## **Languages**

- Arabic : Mother Tongue
- English: C1 (Reading- writing – listening-speaking)

## **Skills**

- Microsoft office (Excel- word – PowerPoint- Access).
- Benefits & compensation administration.
- Employee relations.
- Payroll administration.
- Teamwork.
- Active listening.
- Communication.
- Onboarding
- Training and development skills
- Mentoring
- Empathy
- Confidentiality