

ANOUD AL-JUHAIL

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PROFESSIONAL SUMMARY

Human Resources leader with over a decade of experience in talent acquisition, HR operations, and organizational development. Proven track record in streamlining recruitment processes, managing HR teams, and supporting large-scale workforce planning ,Skilled in leadership, policy implementation, and process improvement.

SKILLS

- Talent Acquisition & Interviewing
- Team Leadership & Staff Development
- Strategic HR Planning
- Training Coordination
- HR Policy & Process Improvement
- Time & Task Management
- Communication & Conflict Resolution
- HR & Data Accuracy

WORK HISTORY

Acting Deputy Director - Human Resources

Kuwait airways

01/2025 - 03/2025

- Managing a specific department or division within the organization
- Supervising other staff members and coordinating their work
- Assisting the Director in developing and implementing policies, procedures, and strategies for the organization
- Participating in decision-making processes and providing guidance and support to the Director
- Overseeing the development and implementation of projects and initiatives
- Representing the organization at meetings, conferences, and other events
- Monitoring the performance of the organization and identifying areas for improvement
- Providing support and guidance to staff members to help them develop their skills and careers.

Superintendent Talent Acquisition- Human Resources

Kuwait airways

01/2017 - 01/2025

- Providing a wide range of personnel services to the assigned group of departments within the company. This can involve checking and discussing documentation, acquiring and analyzing recommendations related to recruitment, termination processes, management and processing of salaries & allowances, management and execution of promotions, and processing transfers. In addition, the capacity of this position involves providing advice and assistance to departmental staff on queries or problems related to the corporation's personnel policies and procedures.
- Directing and monitoring recruitment guidelines and requirements by reviewing the manpower requisition and applications forwarded by the departments to ensure meeting the standards of education, experience, and other qualifications are in accordance with the approved job description.
- Initiating Recruitment Committee meetings and checking that specific tests are carried out, as required, drawing up a short list of interviewees after ensuring they meet specific requirements (i.e. special certificates, qualification, height, weight, and appearance, depending on the position).
- Overseeing and/or participating in the final recruitment processes; drafting appointment letters and contracts for selected employees after checking the appropriate certificates, passports, and nationality.
- Ensuring that salaries, allowances, and other conditions of employment being offered, are in accordance with the approved grade and conditions for the position, followed by forwarding to the appropriate level of management for approval, informing the concerned Section to enter data for the new employee in the system.
- Providing advice and assistance to departmental staff on queries or problems related to personnel policies and procedures.
- Monitoring and assisting departments in controlling and checking transfer requests by ensuring a vacancy's availability and the presence of the right qualifications and experience.
- Liaising with departments as required and obtaining management approval.
- Obtains an effective date of change and advises the employee entitlements sections and the respective departments of any changes in the salary or conditions of employment.
- Resolved conflicts efficiently among team members, fostering a positive work environment that contributed to successful outcomes.

Administrative Assistant - Human Resources

The Kuwait National Petroleum (KNPC)

01/2013 - 01/2016

- Providing administrative support to achieve efficient operations. In addition, supporting managers and employees through a variety of tasks related to organization and communication. Administrative assistants were responsible for confidential and time sensitive material and were expected to be familiar with a variety of the field's concepts, practices, and procedures.
- Communicating effectively via multiple platforms to ensure that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
- Developing administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Managing and processing sensitive corporate information in a confidential manner.
- Assisted with day-to-day operations, working efficiently and productively with all team members.

Call Center/Team Leader

Commercial Bank of Kuwait

01/2011 - 06/2011

Sales & Retail

Alshaya group, Marketing Division

01/2007 - 04/2007

EDUCATION

B.A.: Business Administration, Management

Arab Open University - Kuwait City, Kuwait

2023

- **GPA:** 3.22

LANGUAGES

Arabic

English