FAHAD AL-FARIHEEDI

HR Lead | Workforce Planning, Organizational Design & People Operations

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PROFESSIONAL SUMMARY

HR Lead with over eight years of professional experience, including more than six years in HR across government and startup environments. Holds a CIPD Level 5 qualification in People Management. Built Waada Insurance's HR function, establishing HR policies, an employee handbook, and operating processes. Combines hands-on people operations with organizational design, workforce planning aligned with business expansion, and succession planning for critical C-level roles.

CORE COMPETENCIES

- Succession Planning & Talent Development
- Workforce Planning & Organizational Design
- People Operations & HR Function Building
- HR Policies, Governance & Compliance
- Employee Relations & Saudi Labor Law
- Talent Acquisition & Capability Planning
- HRIS Design & Implementation
- Workforce Data & People Insights
- Saudization & Workforce Compliance

PROFESSIONAL EXPERIENCE

HR Lead | **Waada Insurance** *May 2025 – Present • Riyadh, KSA*

- Built the HR function from the ground up, establishing HR policies, an employee handbook, HR workflows, and operating standards to support business growth.
- Developed the organizational structure and workforce plans in line with the company's strategic expansion plan, defining reporting lines, role requirements, and hiring priorities.
- Developed succession plans for critical C-level roles to support leadership continuity.
- Designed, built, and implemented a custom HR management system (HRIS) for employee records and attendance using AI-assisted development.
- Designed and developed a learning management system (LMS) for the company and created its training content.
- Achieved 70% Saudization, with ongoing responsibility for workforce compliance across Qiwa, Muqeem, GOSI, and Mudad.
- Lead recruitment and onboarding, aligning hiring decisions and development needs with current operations and expansion plans.
- Oversee payroll, attendance, and employee documentation; advise management and employees on employee relations and HR policies.
- Use workforce data to support recruitment, workforce planning, and employee relations decisions.

HR Assistant | **Ministry of National Guard** *Apr 2020 – May 2025 • Saudi Arabia*

- Maintained employee records, personnel files, and HR documentation, keeping information organized and up to date.
- Supported recruitment and onboarding through interview coordination, candidate communication, and documentation.
- Tracked attendance and leave, prepared routine reports, and followed up on employee requests with internal departments.
- Prepared official employee correspondence and coordinated meetings and follow-up actions to support HR processes.

Administrative Assistant | **Ministry of National Guard** *Jul 2018 – Apr 2020 • Saudi Arabia*

- Provided administrative support to senior management, coordinating calendars, meetings, and follow-up actions.
- Prepared correspondence and reports, maintained records, and coordinated requests across departments to support daily operations.

EDUCATION

Bachelor's Degree in Public Relations
King Abdulaziz University | 2015

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

CIPD Level 5 Associate Diploma in People Management | Completed November 2026
GRCO - Governance, Risk & Compliance Officer | AGRC | April 2025

HR & GOVERNMENT SYSTEMS

Government Platforms	Qiwa • Muqeem • GOSI • Mudad • Taqat • Jadara • HRDF Portal
Recruitment Channels	Bayt • Taqat • Jadara • LinkedIn • Direct Agency Networks
HR & Analytics	HRIS • Power BI • Microsoft Excel
Applied AI	Proficient in generative AI tools for HR workflows and system development.

LANGUAGES

Arabic: Native | English: Professional fluency