



Gray Henderson

HUMAN RESOURCES MANAGER

✉ info@resumekraft.com 📞 +1-202-555-0114 📍 Chicago, Illinois, US 🌐 <https://www.linkedin.com/in/gray>



SUMMARY

A challenging and demanding job in interactive with tasks that will further enhance my knowledge and skills.



EXPERIENCE

Contracts Coordinator

Nippon Electricity Company *Nov 2015 - Jun 2017*

- Collect all work rules for the Real Estate Department for all Operating areas.
- Analyses all procedure and match GOV requirements.
- Build all necessary forms and procedures wright up.
- Coordinate with all SEC concern Departments for the commented build up procedures.
- Monitor applying approved procedure for enhancing if needed.
- Build new procedures for new tasks on the departments.
- Prepare any Real Estate Departments Forms.
- Prepare all require documents for General Auditing Bureau.
- Prepare all require documents for Internal audit.
- Collecting all documents and information about SEC Properties (Lands).
- Review all Documents for SEC Properties (Lands) like deeds waiver documents and rental contract.
- Prepare a full database of SEC Properties (Lands).

Human Resources Manager

Goldman Sachs Group *Jul 2017 - Present*

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.



COURSES

- Microsoft Office ●●●●●
- SAP Program ●●●●●
- Maximo Program ●●●●●



LANGUAGES

- English ●●●●●
- Arabic ●●●●●



PROJECTS

Operating and Maintenance
HR Manager *Jul 2017 - Jul 2018*

Operating and Maintenance
HR Manager *Jul 2018 - Present*



EDUCATION

Masters in Business Administration
University of Michigan *2009 2013*

Diploma in Human Resourse
Arizona State University *2013 2014*



SKILLS

- Good knowledge of Computer applications.
- Good verbal communication skills.
- Team Player.
- Capability to work under pressure.
- Troubleshooting skills.

- Ensure legal compliance throughout human resource management.