Ahmad Al-Emary

Corporate Development & Organizational Excellence

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PROFESSIONAL SUMMARY

Organization Development Manager with more than 15 years of experience across organizational development, corporate governance, human resources operations, training management, and financial administration. Develops strategic and operational plans, organizational structures, policies, procedures, SLAs, and KPI-based performance frameworks; oversees a corporate training center and regulatory qualification files; and previously led a 16-member contracts and benefits team using Microsoft Dynamics 365 and Power BI.

CORE COMPETENCIES

Organizational Development | Policy Development | Key Performance Indicators | Process Improvement | Strategic Planning | Corporate Governance | Organizational Performance Management | Organizational Structure Design | Employment Contract Management | Team Leadership | Execution Planning | Authority Matrix Development | Operational Planning | Training Center Management | Individual Performance Management | Operational Forms Design | Job Description Development | Compliance Documentation Management | Organizational Analysis | System Process Controls | Corrective & Preventive Actions | Organization Design | Procedure Manual Development | Strategic Objectives Development

PROFESSIONAL EXPERIENCE

Organization Development Manager

Shalfa Facilities Management Company | Riyadh, Saudi Arabia | March 2024 – Present

Leading organizational development, strategic planning, corporate governance, and performance management initiatives; developing policies, organizational structures, and business processes; overseeing training and professional qualification programs; and supporting quality, safety, and organizational compliance.

- Developing policies, regulations, and procedural manuals to standardize operations and strengthen organizational consistency.
- Developing executive and operational plans and translating strategic objectives into actionable initiatives and work programs.
- Developing and refining the organization's vision, mission, and core values, and defining strategic objectives and directions.
- Supporting departments in developing measurable performance indicators tailored to their operational functions.
- Preparing organizational studies and analyses to support decision-making and enhance performance efficiency.
- Preparing strategic plans and aligning them with organizational priorities and long-term goals.

Administrative Consultant

Shalfa Facilities Management Company | Riyadh, Saudi Arabia | September 2022 – June 2024

Providing administrative consulting services and contributing to organizational development and institutional structuring; developing planning frameworks, organizational structures, policies, and procedures; designing training and qualification programs; and supporting operational organization and professional compliance across projects.

- Drafting and developing policies, regulations, and procedural manuals.
- Preparing strategic planning documents and executive and operational plans.
- Developing essential organizational foundations, including vision, mission, core values, and strategic objectives.

- Developing organizational structures, job descriptions, and reporting relationships.

Contracts & Benefits Manager

SEDER GROUP | Riyadh, Saudi Arabia | November 2010 – January 2022

Leading employee contracts, benefits, and administrative services operations while managing a team of 16 employees; developing HR policies, procedures, and internal controls; overseeing sensitive transactions within Microsoft Dynamics 365; and analyzing workforce data and employment costs.

- Supporting improvements in data quality and reducing inconsistencies in procedural implementation.
- Participating in the preparation and development of the company's internal work regulations, recruitment policy, and overtime controls.
- Developing the business travel and official assignment policy.
- Preparing and designing the company's approved standardized employment contract template.
- Monitoring compliance with approved organizational policies and procedures.
- Contributing to organizational structure development by preparing successive drafts leading to the final approved organizational structure.

Planning & Administrative Development Officer

The Cooperative Office for Calling, Guidance and Awareness Communities in Naseem | February 2017 – November 2017 | Part-time

- Contributing to improvements in data organization, document management, and workflows.
- Establishing implementation timelines for plans and programs.
- Designing and developing administrative forms and documents used throughout the office.

Coordinator of Communities Department

The Cooperative Office for Calling, Guidance and Awareness Communities in West Al-Naseem | April 2013 – January 2017 | Part-time

- Preparing operational plans and programs for the Communities Department.
- Preparing studies on departmental programs and projects and providing recommendations for improvement.
- Managing and coordinating contracts with Umrah travel organizers.

Financial Accountant

Al Obour Hospital | Zagazig, Sharkia, Egypt | January 2009 – September 2010

Managing and reviewing patient accounts during evening shifts, reconciling cash and insurance receivables, monitoring physicians' accounts, medical supplies, and treasury transactions, and ensuring financial accuracy in patient discharge procedures.

- Reviewing accounts associated with contracted medical entities.
- Calculating and reconciling financial amounts due for patients covered by medical insurance.
- Closing final patient accounts within the assigned scope of responsibility.

SELECTED PROJECTS

Developing an Integrated Medical Operations Governance Framework for Regulatory Qualification
Role: Directly assigned by the CEO to own the qualification file

EDUCATION

Bachelor of Commerce — Accounting | Zagazig University, Egypt | 2005 – 2008

TECHNICAL SKILLS

Microsoft Dynamics 365 (HR operations) | Advanced Microsoft Excel | Microsoft Office | Microsoft Power BI | ERP systems coordination