

Human Resources Management

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SUMMARY

Seeking for a related administrative job help me to acquisition necessary knowledge and skill that will develop self-attainment and develop the department that I will work with to achieve company goals.

EDUCATION

Institute of Public Administration – Dammam
(**Diploma:** Human Resource Management)

02/01/2020

GPA: 3.72 / 5

WORK HISTORY

(HR Generalist)

Al Hoty Stanger Ltd co

2021 -Currently

1. Authentication employee contracts with mudad.
2. Handle EOSB Process.
3. Assisting with day to day operations of all HR functions and duties.
4. Updating personal Action at GP program.
5. Assist with all internal and external HR related inquiries or requests.
6. Issue General Letters.
7. Follow up the Attendance Record and tracking.
8. Handling / updating monthly advance and rent record.
9. GOSI (Adding, Remove, Update, GOSI Certificate, Print Invoice, etc...

Duties:

(HR Administrative Assistant)

Reliance Steel Industries

2020 -2021

Duties:

- 1-Provide all necessary assistance To the HR department, find solutions for any government agencies problem and solve it, GOSI, Muqem, Ejar, Sehhaty, and Tawakalna.
- 2-Enter and review employee data and ensure all necessary documents available, updated.
- 3-Handling employee Attendance, payroll.

- 4-Employee relation, provide the necessary form required, lone, vacation, Custody Receipt, Warning and processes it.
- 5-Supplier Registration at SAP Ariba and other websites.
- 6-Follow up and provide all assistance for different departments, Quality Department, Sales and collection and provide all requirements documents with updated one.
- 7-Recruiting, orienting, and training employees.

2019 - 2020

Duties:

- 1- Review all available contracts for current accommodations, Change the expiry date for valid accommodation of employees.
- 2- Review and organize the files of job applicants and Coop Student.
- 3- Communicate with applicants for interviews, directing them to a medical check.
- 4- Inclusion students in the cooperative program, and register their personal information.
- 5- Conducting job interviews with the Recruitment Manager.

SKILLS

1. Microsoft Application, Word, excel, PowerPoint.
2. Knowledge of HR policies/ Labor law /GOSI/Muqem/Ejar.
3. Administrative Supervision.
4. Employee Relation.

CERTIFICATIONS

- NEST (New Employee Safety Training)
- SIPP (Schlumberger Injury Prevention Program).
- Introductions To Business Management.
- Performance Management.
- Administrative Supervision.
- Managing meeting.
- Administrative coordination.

All references are available as need