



Abdullah Mohammed AL-Muqbil

ADMINISTRATION - DEVELOPMENT



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Riyadh, Saudi Arabia

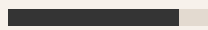


PROFILE INFO

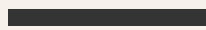
Motivated and responsible with 13+ years of experience in Administration, Development, and Human Resource Management. I utilize my educational background and administrative skills in human resources. Finally, I am ambitious to start a new challenge that matches my passion for HR.

Language:

English



Arabic



EDUCATION



**Diploma In Human
Resources
Management | 2016**

Chambers of
Commerce - Riyadh



WORK EXPERIENCE

- HR Manager

06\2022 - Present

Al-Bajadi Trading Group

- Create and put into action HR initiatives and strategies that are in line with the overall business plan.
- Improve ties between management and employees by responding to requests, grievances, or other issues.
- Control the hiring and hiring process.
- Support present and future company demand through growing, involving, inspiring, and preserving human capital.
- Create and keep track of the organization's overall HR strategies, methods, tactics, and procedures.
- Cultivate a supportive workplace.
- Managing and maintaining a setup that promotes optimum performance.
- Maintain the benefits and pay schedule.
- Analyze the training requirements for a program and keep an eye on it.
- Report to management and use HR indicators to assist in decision-making
- Always maintain legal compliance while managing human resources.



SKILLS

- Planning & Organizing
- Decision making
- Employee Relations
- Innovation
- Discipline & Punctuality.



TECH. SKILLS

- Recruitment and selection
- Analytically driven & oriented
- HR reporting skills
- Legal knowledge
- Business Management Skills
- Payroll expert



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WORK EXPERIENCE

- Personnel Manager

10\2020 - 05\2022

Seder Group

- Recruiting new employees by researching the needs of various departments and creating job listings
- Interviewing candidates or conducting an initial screening for various postings within a company
- Hiring new staff and completing necessary paperwork
- Leading onboarding training for new employees
- Negotiating salary and pay information with new and current employees
- Collaborating with other management members to create employee handbooks and company policies
- Filing important documents such as benefits and tax information
- Organizing information using software programs or a filing system
- Assisting employees with any issues involving payroll, benefits, or management
- Overseeing the payroll process and ensuring timely payments
- Acting as a counselor or mediator to resolve conflict
- Planning or leading training related to professional and personal development
- Conducting performance reviews or evaluations
- Approving personal time off requests and creating company schedules
- Overseeing employee departures and conducting exit interviews

- Saudialization and Administrative Development Manager

2015 - 2019

Riyadh Pharma & Al-Haya Medical Company

- Working on the preparation of setting a human resource plan and identifying the essential requirements of the workforce.
- Participating in reviewing, auditing, and updating the organizational structure, job descriptions, job titles, and career progression. Developing training processes and plans for the company employees to achieve high efficiency and ability of the employees to meet
- and upgrade their job competencies and responsibilities. Assisting in supervising human resources planning and achieving the adopted localization rates.
- Attracting and assigning competencies and implementing the employment plan.
- Developing proposals to improve and perk up business, motivate the employees, and forward them to seniormanagement.

- Administrative Supervisor

2011- 2015

Riyadh Pharma Company

- Preparing recruitment and attraction plans.
- Participating in the project of transferring paperwork to the electronic system.
- Conducting personal interviews and selecting employees.
- Managing the Nitaqat program and ensuring that localization rates are appropriate.
- Making the necessary periodic reports and submitting them to the administration.



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WORK EXPERIENCE

- - **Administrative Assistant**
- **Riyadh Pharma**

2009 - 2011

- Salary sheets and submitting them to the senior management for approval.
- Organizing staff leaves balances and monitoring absence and attendance.
- Monitoring everything related to government authorities for the employees (Absher, Hadaf, Social Security).



COURSES

- English Language Courses at Good Hope
- Legal Aspects of Human Resources
- Administrative Investigation
- Crimes of Public Office
- Strategic HR Planning.
- Human Resources Tasks.
- General Organization for Social Insurance.
- Saudi Labor System.