

Abdulrahman Alzahrani

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Experienced Human Resource Management professional with a background and experience in Government Relations. Strong educational background, relevant work experience, solid skills, and a commitment to hard work. Knowledge of local laws and regulations as they pertain to Employment and Human Resources Relations. Maintaining a good relationship with the building management and vendors. To obtain a full-time position in Government Relations where the skills may be effectively utilized to help increase the productivity of the company, and where there are many opportunities for growth.

Core Competencies

- Government Relations
- Employment Law
- Administration Management
- HR Skills
- Business Acumen
- Efficiency Improvements
- Strong Leadership Abilities
- Effective Communication Skills
- Proficiency in MS Office

Professional Experience

Administrative Affairs Supervisor (2018 - Present)

Sheta & Saif for Trading

Responsibilities:

- As a representative of the employer, leading the GR related to - governmental sector such as MCI, MOFA, MOL, Muqem, Salamah and MOMRA, etc.
- Supervising the day-to-day operations of the administrative department and staff members.
- Handle government affairs related work, writing of official letters, etc.
- Obtain quarterly sponsorship reports from the labor office and tally sponsorships and re-submit to labor office with relevant support documents.
- Provide support to expatriate personnel in terms of obtaining residence visas, work permits, drivers licenses, and assisting in opening bank accounts, negotiating leases, and in general assisting expatriates with their transition coming to and departing Saudi Arabia.
- Prepares reports and enters and updates medical, insurance, retirement, and other personnel forms and records, using computer.
- Performing employee background checks and verifying information.
- Be up to date with regard to any changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the Human Resources Department advised of such changes.
- Assist in handling of human resources activities, including payroll and personnel databases.
- Liaising between employees and management.
- Consult and advise management to ensure compliance with legal and administrative requirements.
- Coordinating with Staff regarding personnel issues related to governmental applications as required.
- Communicating with Governmental entities to issue licenses and other related documents as required.
- Provide report on monthly basis for all government relation processes.
- Performing other duties related to the job as assigned by GRM.

Government Relations & HR Officer (2015 - 2018)

Thiqah Business Service Co.

Responsibilities:

- Providing guidance and resources on every aspect company policies and procedures.
- Monitor legislation and policy activities, update and advise leadership and staff about relevant policy proposals and actions, and work with staff to analyze potential impacts.
- Ensure that all required documents are issued on time and are kept up to date.
- Keep the senior management updated about new and changing regulations, documentation requirements, and any trends in government activities that might affect the operations.
- Conduct periodic visits to relevant ministries and governmental agencies to initiate, follow up or finalize government registration procedures.
- Managing and supervisor all duties of Government Relations Officers (GRO) .
- Following, renewal, maintain all company documents such SAGIA, CR, GOSI, etc.
- Communicate with all stakeholders for all government updates in the processes.
- Manage relationship and take ownership of the relationship with any Governmental entities to enhance the alignment.
- Maintain and update data for all employees
- Provide report on monthly basis for all government relation processes
- Paying all government payment/fee company corporate account.
- Coordinate with all agencies for processing the company applications.
- Assist in resolve and follow up on employee issues related to governmental applications.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

Government Relations Officer (2010 - 2014)

MGIT

Responsibilities:

- Keep up-to-date data for all employees.
- Managing and supervisor all duties of Government Relations Officer (GRO).
- Preparing all employee related application for GRO.
- Renewal of work permits and renewal of residence cards.
- Providing reports to the Government Relations Manager (GRM)
- Following, renewal, maintain all company documents such CR, Saudization, GOSI etc.
- Communicate with all employees and their management for all government requests.
- Keeping all documents required by governmental agencies while processing them, and submitting them to concerned employee.
- Coordinate with HR and update them for new hiring status.
- Provide report on monthly basis for all government relation processes.
- Performing other duties related to the job as assigned by GRM.
- Review the government departments to end the required transactions such as social insurance, municipalities, trac and passports.
- Coordinating with Staff regarding personnel issues related to governmental applications as required.
- Communicating with Governmental entities to issue licenses and other related documents as required.

Education

- Diploma in Human Resources Professional (2018).

Courses & Certificates

- Certified Administration and Office Management Professional,
- Communication Skills for Business Professionals.
- Effective Business Communication.
- English Elementary Diploma.
- HRS - Human Resources Management and Applications.
- IPHR - Integrated program for Human Resources Management Skills.
- The Overcome of Work Pressures and Managing it.

References can be provided if requested