

**Mohammed Saeed Al Ghamdi**  
**HR & Administration Manager**

**CONTACT**

**PHONE:**

966-505373953

**EMAIL:**

Moj-77@hotmail.com

**SKILLS**

- 1- HR Polices and Processes & Practices.
- 2- Budgets and Planning
- 3- Organization Structure
- 4- Performance evaluation process.
- 5- Recruitment & staff development.
- 6- Staff training development
- 7- Salary Structure
- 8- Labor Law

**EDUCATION**

Diploma

Strategic Human Resources Management

**WORK EXPERIENCE**

**1-Bedyah AlKaher Co. Riyadh**

HR & Admin Consultant

May-2022–June-2022 (**Part-time 30 days**)

Develop all Human Resources development functions.

**2-Abdulrahman Al Sudais Co. Jeddah**

HR & Admin Consultant

May-2022–June-2022 (**Part-time 30 days**)

Develop all Human Resources development functions.

**3-Akfa Company Limited**

HR & Admin Consultant

Mar-2021–June-2021 (**Part-time 90 days**)

Develop all Human Resources development functions.

**4- Creative Blend Trading**

HR & Admin Consultant

June-2021–Sep-2021 (**Part-time 90 days**)

Develop all Human Resources development Functions

**5- Gulf Specialized Works Co.**

Personnel & Admin Manager

Mar-2019–Jan-2020

Supervise and maintaining physical and digital personnel records

**6- Fifth dimension Investment Holding Co.**

HR & Admin Manager

Jan-2018–Feb-2019

Management of all HR functions and functions, including recruitment and recruitment processes, competency management programs, training and development processes, payroll systems, compensation and bonuses Including personnel, including insurance, social welfare and other benefits, as well as monitoring and ensuring compliance with regulations, policies and procedures for HR.

**7- Al Yusr Industrial Contraction Co. (AYTB)**

HR & Personnel Supervisor

Nov-2011–June-2017

Function as a HR Generalist, responsible for the tasks of Recruitment of Saudi employees,, Employee Relations, Contracts, Time Sheets, Disciplinary action administration, Vacation and leave calculations, ticketing and travel, Service Certificates

**8- Al Jubail Court**

Administrator

Mar-2002–Apr-2007