








## PERSONAL

-  **Name**  
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Riyadh, Saudi Arabia
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-  **Date of birth**  
03-06-1991
-  **Gender**  
Male
-  **Nationality**  
Saudi Arabia

# MUATH BIN BIDAH

Seeking a full time opportunity in an organization where I can demonstrate my technical & communication skills and get more experience.



## WORK EXPERIENCE

Feb 2021 - Apr 2021

### Crowd management

General presidency of haramain, Makkah

- Provide direction for all crowds in assigned areas by continuously communicating necessary changes of circumstances or strategies consistent with Crowd Management
- Perform other duties as assigned
- Continuously monitor and resolve any issues
- Continuously monitor and secure areas of responsibility during the performance
- Work in coordination with Crowd Management staff
- Coordinate any essential actions involving the critical areas
- Monitor crowd behavior and intervene as necessary

Jul 2016 - Jan 2019

### Cluster Human Resource specialist

Alkhayima Hotel, Makkah

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints
- Processing all personnel action forms and ensuring proper approval
- Overseeing the hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks



## EDUCATION AND QUALIFICATIONS

2014 - May 2016

### Diploma degree in Human Resources Management

Institute of Public Administration, Riyadh

Jan 2014 - Jul 2014

### English Language Intensive Course

The Institute of Public Administration, Riyadh



## SKILLS

Native Arabic speaker with excellent English.



Strong Communications skills (Written and Oral).



Familiar with all known computer applications e.g.



Able to switch rapidly between different tasks



Hard-working, goal-driven, comfortable with techno

