

Safwa, Al Safa Club Area, Eastern
Province, KSA

Phone Home: 00 966 366 444 78 -
Mobile: 00 966 504 834 807
Email:
mohammed1423@hotmail.com

Mohammed Abdullah Al-Ibrahim

Personal Information

Marital status: Married
Nationality: Saudi
Place of Birth: Al-Khobar

Professional summary

Having over 10 years' experience in HR & Personnel with knowledge and experience of personnel process and procedures in different fields such as Marine, Telecom, Tourism and General Services.

My current company is BGMS and its a subsidiary of BIG Group founded in 2013 in Al Khobar, Eastern Province, Saudi Arabia to meet the ever-growing demand of professional services in the field of marine & offshore services. BGMS is Providing various types and classes of marine vessels (AHTSS, Supply Boats, Utility Vessel, Jack-up Barge and Docking Tug).

Education

Diploma in Accounting from IPA (Institute of Public Administration).

Training

22/01/2000 : 30/03/2000 As Trainee In Saudi British Bank - Customer Services Dept. - Safwa Branch.

01/04/1997 : 30/04/1998 As Trainee at Saudi Electricity Company (Sceco) – Operation Dept. – Dammam Branch

Employment



From 27/08/2018 to date Bass Global Marine Service Co.

Personnel Unit Head



From 05/10/2015 to 16/08/2018 Rawabi Holding Co.

HR Operations Officer



From 07/03/2009 to 04/10/2015 Digital & Electronic Solutions Development Co.

Personnel Section Head



From 01/09/2012 to 04/10/2015 Integrated Distribution Solution Development Co.

Personnel Section Head



From 16/06/2007 to 05/03/2009 Al-Momyaz Travel & Tours.

Admin & Finance Officer



From 19/08/2006 to 02/05/2007 Integrated Telecom Co. Ltd.

Personnel Supervisor



From 12/05/2003 to 13/08/06 Al-Suwaidi Services Co. Ltd.

Senior Personnel Officer



From 12-05-2000 to 11-05-2003 Al-Quraishi Elect. Ser. of S.A

Admin & Accountant Assistant

Achievements

- Developing and implementing personnel manual covering company policies and procedures. (**Al Suwaidi Service Co. & Zonik Co.**)
- Developing and implementing personnel filing system. (**Al-Quraishi Elect., Al Suwaidi Service & Rawabi Holding Co.**)
- Developing and implementing personnel reports. (**Al Suwaidi Service Co., Zonik Co., Rawabi Holding Co. & BGMS Co.**)
- Played a vital role during implementing Oracle Vision & Oracle JD Edwards (Ongoing project) and ensured that there is smoothing shifting of processes in both systems. (**Zonik Co. & Rawabi Holding Co.**)
- Worked diligently to overcome Personnel issues during closing some departments & Projects and ensured the accuracy of employees' compensation and benefits. (**Zonik Co. & BGMS Co.**)
- Played a vital role during shifting the Sponsorship & Gosi of over 100 employees between (**Extra Co. & Zonik Co.**)
- Played a vital role with HR & Saudization Manager to reduce WPS issues and we reached to 99% in commitment ratio. (**BGMS Co.**)
- Played a vital role with HR & Saudization Manager to reduce the monthly deduction of Saudi Aramco bills and we reached to ZERO in commitment ratio. (**BGMS Co.**)

Appreciation

Appreciation: in 18-Feb-02. Received an appreciation letter from Regional Manager of Al-Quraishi Electrical Services of S.A. company – Jubail Branch

Appreciation: in 28-Oct-03. Received an appreciation letter from HR & Admin Manager of Al-Suwaidi Services com. Ltd.

Appreciation: in 11-Apr-04. Received an appreciation letter from Managing Director of Al-Al Suwaidi Services com. Ltd.

Appreciation: in 08-May-06. Received an appreciation letter from General Manager of Al-Suwaidi Services com. Ltd.

Awards

I was chosen as employee of the month during December 2004 by the Management of Al-Suwaidi Services com. Ltd.

Award: in 8-Jul-12. Received Reward & Recognition program certificate letter from HR Development Manager of Digital & Electronic Solutions Development Co.

Languages

Arabia Language (my native language)

English Language very good spoken and written (my studying language)

Knowledge & Skills

- Oracle HRMS.
- Oracle JD Edwards.
- Oracle Fusion.
- Great Plains System.
- Computer Software (Microsoft Word, Excel and Outlook).

Courses

- Saudi Labour Law.
- Team Building.
- Develop Your Skills At Work.
- Effective Communication Skills.
- Emotional Intelligence.
- Time Management.
- Oracle HRMS
- Advance Communication & Problem Solving Skills.
- R2C Cloud Productivity.

References

Mr. Hussain Al Shurafa – HR Business Partner (Rawabi Butec Co.) - **050 473 5357**

Mr. Hassan Sheikh - Director Business Process (Tamimi Markets) - **059 200 0075**

Mr. Ziyad Al Gufaidi – HR Director (Al- Fouzan Trading) – **050 343 9260**