

# MOHAMMED ALASHOUR

Khobar · 0569400032

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Government Relations Specialist with expertise in managing all governmental relationships for large multi-national corporations and other entities with Exceptional Relationships across Ministry of Labor, Ministry of Interior, Ministry of Foreign Affairs, and Foreign Embassies (18 Yr ). Well-versed with Saudi Government protocol, labor laws, and external affairs to handle complex and unique situations. With expertise in onboarding foreign labor and handling all relevant requirements (visas, work visas, business visa, family affairs, iqama, GOSI, benefits, etc.), I also have the capability of procuring all relevant governmental licenses and commercial registrations for corporations and other required regulatory approval from all ministries. Expertise in building teams, managing resources, and partnering with management teams in ensuring commercial success.

## EXPERIENCE

SEP2018 – CURRENTLY

**GOVERNMENT RELATIONS SPECIALIST**, TADBEIR FACILITIES MANAGEMENT

SEP 2017 – SEP 2018

**GOVERNMENT RELATIONS SPECIALIST**, HANDSASATI COMPANY

SEP 2016 – SEP 2017

**HUMAN RESOURCES SPECIALIST**, ADAA LAUNDRIES COMPANY LTD

AUG 2013 – FEB 2016

**GOVERNMENT RELATIONS SPECIALIST**, KEY CAR RENTAL

DES 2011 – MAR 2013

**HUMAN RESOURCES SPECIALIST**, IJZALA COMPANY LIMITED

JAN 2009 – JUN 2011

**ADMINISTRATIVE**, RAWABI HOLDING GROUP

MAY 2007 – NOV 2008

**GOVERNMENT RELATIONS SPECIALIST**, SAUDI PHARMACEUTICAL COMPANY LTD.

NOV2003 – MAY2007

**ADMINISTRATIVE ASSISTANT**, IBRAHIM SHAKER COMPANY

## EDUCATION

FEB 2021 – CURRENTLY IN COLLEGE

**KING FAISAL UNIVERSITY,**

Business Management

## SKILLS

- The ability to solve all the problems faced by the establishment with government agencies.
- Full experience working with all government e-services.
- Forming social relationships in the public and private sectors for the benefit of work.
- Teamwork and bear the pressure of work.
- Leadership and decision making.
- Computer and Microsoft office
- Programs Legal aspects of human resources.
- Negotiating.
- Debt Collection.
- Medical insurance for employees.
- Aramco licenses.

## HONOR & CERTIFICATES

FEB 2021 – FEB 2021

**SHRM RECERTIFICATION, DIMENSIONS GROUP**

SHRM Certificate for a comprehensive human resource management course and legal aspects in human resources ( 50 HRS ).

FEB 2016 – CURRENTLY IN COLLEGE

**KING FAHD UNIVERSITY,**

A second level English language course.

JAN 2021 – JAN 2021

**THE PUBLIC INSTITUTION FOR SOCIAL SECURITY,**

GOSI System ( 20 HRS ).

JAN 2021 – JAN 2021

**DOROOB,**

- 1- Labor culture according to the Saudi labor system.
- 2- The Foundations of Human Resources Management.
- 3- Introduction to Human Resources Functions.
- 4- Introduction to Strategic Planning for Human Resources.

MAR 2021 – MAR 2021

**TECHNICAL AND VOCATIONAL TRAINING CORPORATION**

- 1- Personnel management and administrative development
- 2- writing reports and administrative letters and archiving files ( 10 HRS ).
- 3- Excel program skills ( 20 HRS ).
- 4- Solving administrative problems and developing the work environment ( 15 HRS ).

## LANGUAGE



**ARABIC:** NATIVE LANGUAGE

**ENGLISH:** GOOD