

Mohammed Al-Hassan

Riyadh, Saudi Arabia

(+966) 054-4807-112

m.a.alhassan1988@gmail.com

PERSONAL INFORMATION

Nationality: Saudi

Date of Birth: April-1988

LANGUAGES

Arabic

English

SKILLS

Business Writing

Microsoft office

CAREER OBJECTIVES

To work in a challenging environment, contributing enthusiasm, dedication, responsibility, and good work ethic, where my skills and knowledge can be utilized and further developed in people, technology and processes.

KEY SKILLS

- Computer Maintenance
- Mobile Maintenance
- Network Administration
- Data Analysis
- Strong organizational, problem solving
- Supervising Operations
- Organizational and time-management skills
- Good understanding of Saudi labor law

EXPERIENCE

- **Human Resource/government relations Officer, A.Hak Pipeline B. V.**

2014-2018

Built HR project plans, timelines, milestones, alerts; improved communication, visibility, Accountability. Played integral part in monitoring Saudi personnel construction site deliverables - ensured 100% on-time delivery performance.

- Played vital role in ARAMCO pipeline implantation project.
- Built and processed personnel leave balance on-site and HQ.
- Updated changes and amendments to the prevailing laws / rules / regulations.
- Changes in forms / formats and other procedures and kept the Human Resources Department advised of such changes.
- Managed and oversee processes relating to Governmental issues concerning employees (. issuance of business visas, visit visas, exit-re-entry visas, renewals of work permits, and Iqamas).
- Coordinated with the Senior Officer, HR Manager and Finance Department to submit individual payroll, benefits and vacation entitlements.
- Ensured employees database, and other spreadsheets and reports are updated on a daily basis.
- Ensured that all Government Relations requests for all employees are processed on time and have been accurately tracked.
- Maintained accurate records of all government documentation for employees and ensure that they are renewed on time.
- Prepared Employment Certificates and other required letters; processed clearance forms and final settlements.

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- **Human Resource/government relations Officer, Al-Latifia Trading and Contracting**

2012-2014

- Assisted in performance management and employee evaluation.
- Completed departure and exit formalities for employees after cancellation of visas.
- Obtained quarterly sponsorship reports from the immigration / labor office and tally sponsorships and re-submit to immigration / labor office with relevant support documents.
- Liaised with the Ministries and other government entities to resolve issues related to obtaining Saudisation Certificates, Company registration certificates, registration with the Chamber of Commerce, etc.
- Built strong positive relationships and reputation with high public officials and their staff.

- **Costumer Services Specialist, Riyadh Bank**

2011-2012

- **Customer Relations Coordinator, Al-andalus glass factory**

2010-2010

- **Sales Representative, Aldrees Petroleum and Transport Services Company**

2008-2009

- **Customer Service, Building construction CO. LTD.**

2006-2008

EDUCATION

- **Cisco Network Diploma**

Khaleej Training and Education

- **CCNA Certified**

By CISCO

- **Diploma of Marketing**

Secondary Commercial Institute