

MUSTAFA AL-JAMID

Eastern Province, Saudi Arabia · +966-56-279-9289

Mustafa.aljamid@gmail.com · <https://www.linkedin.com/in/mustafa-al-jamid-8408a01b4/>

CAREER OBJECTIVE

Seeking for a role that fits my qualifications within the management field. Specific interests include Human Resources Management, employee relations and recruiting and staffing.

EDUCATION

DECEMBER 2020

HUMAN RESOURCES MANAGEMENT, INSTITUTE OF PUBLIC ADMINISTRATION
(DAMMAM BRANCH)

Diploma degree with a GPA 4.53 out of 5.

EXPERIENCE

MAY 2021 – PRESENT

HR COORDINATOR, SALMAN GROUP

- Dealing with daily employee's related business.
- Coordinating with other departments in all HR activities/functions.
- Singing Saudis and completing non-Saudis information in GOSI and tracking monthly invoices and working on signing work injuries and follow with it.
- Extracting medical insurance for the employees and upgrading the insurance when needed and delete the people who no longer related the company.
- Acquiring work permits for non-Saudis and renewal their expired Iqama and all related Muqem site features.
- Renewing ATM cards and extracting a new one for the employees and updating their information after their Iqama renewal.
- Tracking the fuel usage and cars record for the company.
- Using Mudad to verify the employees' wages and their contracts and solve related wages notes when it appears.
- Maintaining update record & database of employees enrolled & their salaries on monthly basis & reconciliation with payroll
- Delivering the attendance data to the payroll to process it and follow the absents of the employees, review the salaries, and follow the process until the employees receive the salary.
- Working on documenting letters from the COC.

OCTOBER 2020 – DECEMBER 2020

HR ASSISTANCE INTERN, KHUSHEM HOLDING

- Posted vacancies and acquiring applicants for the needed vacancy.
- Acquired work licenses for non-Saudis and renewal their expired Iqama and all related Muqem site features.
- Worked on documenting letters from the COC.
- Wrote warnings, dealing with the employees, and making sure to solve the problem.
- Organized meetings and inform the employees about the meetings.

OCTOBER 2015 – DECEMBER 2020

GOVERNMENT RELATIONS OFFICER, ALI MAHDI ALFARAJ C.O

- Followed with all government relations and extracting all the clearances for the related work.
- Worked on Muqem and dealing with all the tools within the web site.
- Dealt with non-Saudis employees from the first day until their last.
- Extracted visas for the company base on their needs.

SKILLS

- English language, oral and written.
- MS office and HRIS.
- Poster designing.
- Knowledgeable about labor roles.
- Personal skills.
- Decision making.
- Professional report writer.
- Performance management.
- Knowledgeable about GOSI.
- Knowledgeable about Muqem.
- Insurance understanding.

COURSES AND CERTIFICATES

- Time management. (Alison) April 2021
- Decision making. (Alison) April 2021
- Work labor. (Taqat) January 2021
- Personal saving skills. (Institute of Public Administration) May 2020
- Performance management. (Institute of Public Administration) May 2020