



# Mohammad Saeed Al Ghamdi

Personnel and Administration Manager

+966.50.5373953

moj-77@hotmail.com

Jubail Industrial City, Saudi Arabia

## Summary

To find company that offers challenging position as Personnel & Admin (HRD) this will provide me with greater scope and new opportunities to use my skills and experience up to my potential to achieve organization objectives as well as my personal improvement development in order to achieve my ambition.

## Skills

Staff Training and Development | Skillful in almost all Microsoft Office | Recruitment Skills | Personnel records maintenance | Personnel Actions | HR Policies | Excellent interpersonal and communication | Annual Planning | Administration Jobs

## Experience

Mar 2019 - Jan 2020

### Personnel and Administration Manager

Gulf SPECIALIZED WORKS, Jubail Industrial City, Saudi Arabia

Supervise and maintaining physical and digital personnel records like employment contracts and PTO requests, Update internal databases with new hire information, Gather payroll data like bank accounts and working days, Prepare reports and presentations on HR-related metrics like total number of hires by department, Develop training and onboarding material, Respond to employees questions about benefits (for example, number of vacation days they're eligible for), Supervising all hotel booking, Supervising Vehicles records and follow up, Airport pick-ups, Supervising and tracking all telecommunications communication between the providers and the employees, Supervise company furnitures, offices, Coordinate with the new joiners regarding pick-ups, hotel booking, campus, Supervise all the insurance providers for the additions, removal, adjustments and track all the insurance records

Jan 2018 - Feb 2019

### Human Resources Manager

Fifth dimension Investment Holding Co., Dammam, Saudi Arabia

Management of all HR functions and processes, including recruitment and recruitment processes, competency management programs, training and development processes, payroll systems, compensation and bonuses

Including personnel, including insurance, social welfare and other benefits, as well as monitoring and ensuring staff compliance with regulations, policies and procedures for HR.

Nov 2011 - Jun 2017

### HR & Personnel Supervisor

Al Yusr Industrial Contracting Co., Ltd, Jubail, Saudi Arabia

Function as a HR Generalist, responsible for the tasks of: Recruitment of Saudi employees, Employee Relations, Contracts, Time Sheets, Disciplinary action administration, Vacation and leave calculations, ticketing and travel, Service Certificates

Oct 2008 - Jul 2011

**Purchaser**

Saudi Oger Co, 109965, 86

Sep 2005 - Apr 2007

**Administrator**

Al Jubail court System, 2399, 86

---

## Education

2015

**Training Center - Asharqia Commerce**

Diploma , Human resources

Human resources

Percentage: 98%

1997

**المؤسسة العامة للتعليم الفني والتدريب المهني**

دبلوم المعاهد الثانوية التجارية ,

الشؤون الإدارية

Grade: B+

---

## Projects

### HRD

<http://HR>

Human recourse

---

## Languages

### Arabic

Expert

### English

Intermediate