

Mohammed Al Buholiga

Human Recourses Management

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OBJECTIVE

To associate myself with a challenging environment and an excellent work culture where there is ample scope for learning besides enhancing my skills in mutually beneficial manner.

EXPERIENCE

National Oilwell Varco

9 October 2019 – Present

HR Coordinator.

- Organizing and managing new employee orientation and on-boarding procedures.
- Answer questions and provide follow-up for employees regarding Company Policies and procedures.
- Support the management of disciplinary and grievance issues.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Answering employee questions and addressing employee concerns with company
- Monitoring the employee leave forms (Vacations & Sick leaves)
- Maintaining computer system by updating and entering data
- Maintain all HR related reports and Documentation.
- Preparing certificates for employees like: Salary certificate, Employment certificates and Experience certificates.
- Conducting an Exit interview and clearance form for resigned employees.
- Managing and maintain the API Audit required documentation.
- working closely with various departments, assisting line managers to understand and implement policies and procedures.
- Explaining and providing information on employee Medical insurance policy and claims processing.
- Scheduling job interviews and assisting in interview process
- Networking with HR peers, both internally and externally
- Having background in the government relations & government portals : Labor office law , GOSI , Moqem chamber of commerce attestation and MOFA (Letter of Invitation)

EDUCATION

Associate Degree In Human Resources Management

December 2018

Institute Of Public Administration (IPA)

COURSES

Human Resources Specialist Training Course (40 Hours)

June 2019

Riyadh Chamber.

LANGUAGES

Arabic – Native Speaker

English – Advanced.

S K I L L S

- Communication skills.
- Microsoft Office (Excel, Word, PowerPoint, Outlook).
- Flexibility, creativity and willingness to learn new things.
- Able to work under high pressure job.
- Able to multi-task.
- Time management.