

Mohammed Fahid Al-Shammari

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Human Resources Coordinator with experience in Generalist HR functions. Excellent planning and prioritizing skills coupled with strong problem-solving skills and the ability to make independent decisions. A highly equipped self-motivated professional, great attention to details, reliable and energetic, with the ability to adapt in any environment. Successful working in fast-paced and challenging environments bringing solid HR acumen to the business. Detail-oriented with the ability to handle multiple tasks effectively and efficiently. Comfortable in both team and individual based work environments. Hard-working, detail-oriented professional seeking to obtain a position that allows me to utilize my strong organizational and people skills and challenges me to learn new things. To seek a position where I can utilize my skills with a well-established organization in a stable environment that will lead to a lasting relationship.

Core Competencies

- Teamwork Skills
- Leadership
- Time Management
- Analytical Skills
- Proficiency in MS Office
- Data Entry
- Effective Communication
- Detail oriented
- Excellent Organization

Professional Experience

Director of Personnel (Jan 2021 – Now)

Al-Swailem Factory

Human Resources Coordinator (Feb - Jun 2020)

Al Hanouf Group

Responsibilities:

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and adhoc HR projects.
- Support other assigned functions.
- Keep up-to-date with the latest HR trends and best practice.

Education

- Diploma of Human Resources Management, Shaqra University.

Courses & Certificates

- Introduction to Strategic Planning for Human Resources Management.
- Success Strategy of Leadership Projects.
- How to plan your Future.
- The Saudi Labor Law

References can be provided if requested