

Riyadh, KSA
Nationality: Saudi

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OBJECTIVES

Seeking a challenging job in management and Human resources field in a well-established organization where I can leverage both my education and experience to achieve optimum organizational operations.

PROFFESIONAL SKILLS

- Experience in managing different type of projects in HR.
- Being team member in many projects in a same time
- Good communication skills
- Dealing with companies and Government sectors
- Ability to work under pressure with multi tasks.
- Excellent knowledge and experience in using personal computer and several
- Positive, persuasive, pleasant, proactive, persistence and ambitious.
- Ability to deal with people from different cultures.

WORK EXPERIENCE

Dar SSH International for Consulting engineering (SSH)

Administration Manager/ Business Developer

Saudi Lebanese Modern Contraction Co (SALMOC)

Human Resources and Government Relations Supervisor

Saudi Electromechanical Contracting Co. (MEMO)

Government Relations Manager

Riyadh, KSA

December, 2015 to present

Riyadh, KSA

March, 2008 to Nov, 2015

Riyadh, KSA

Jan, 2006 to Mar, 2008

Responsibilities and Tasks:

- Screening resumes and applications
- Participate in the hiring, monitoring, and firing of staff
- Providing employee supervision and evaluations
- Creating & maintain personal files for staff
- Training and re-training employees
- Providing mediation services for employees
- Record keeping of employee personal benefits such as remuneration, leave entitlements, end of service, health and medical insurance etc.
- Liaising with PR department to ensure all administrative work related to government and legal aspects of employment such as visa renewals, entry/exit permits etc. is completed as required
- Overseeing the human resources department staff and handling all issues involving employee complaints or questions
- Managing office health, safety and mental health and well-being issues
- Handling conflict & disciplinary situations
- Working with finance department in processing attendance and payroll for employees
- Maintaining existing exclusive partnership with recruitment company
- Improving nationals in the workforce of the company
- Developing and implementing timely and cost effective processes to manage passport and visa activities ensuring documents are tracked and reports are available to monitor progress
- Developing internal and external relationships using formal and informal channels to liaise with appropriate authorities / bodies or contact persons to resolve any problems or matters concerning the Company, its operations or employees.

MOHAMMED FARRAJ ALHARBI

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- Acting as the first point of contact for senior management with regards to government relations.
- Liaising with municipality, department and any other government departments in relation to Trade License/ setting up of new office etc.
- Keeping abreast with current labor/ immigration laws and update the HR staff on any changes
- Keep the HR team informed of significant problems that may jeopardize the achievement of company goals, and those are not being addressed adequately.
- Responding to staff enquiries on visa/labor/passport matters
- Monitors the implementation of an improvement process for all immigration& labor records to be tracked and maintained through the company system.
- Directs the preparation and maintenance with respect to visa documentation related to new starters, leavers, transfers and renewals.
- Participate in the formulation of the Company's business development strategy by providing input on local market trends and opportunities.
- Responsible for the implementation of the Company's business development strategy, by maintaining key relationships, identifying and evaluating new business opportunities and ensuring that the Company is pre-qualified for such opportunities within the region.
- Work closely with customers to promote company services that meet their needs and determine how we can leverage our offerings to new business opportunities.
- Identify prospective projects in the areas of the company's activities and cultivate business contacts with authorities and other prospective clients, consultants, etc.
- Liaises with the Business Development Manager and the Regional Manager for better coordination of business development activities and guidance or approval as needed.
- Prepare pre-qualification submissions as well as classification and registration procedures for his region.
- Provide input regarding updates for brochures, printed material and internet.

EDUCATION

Technical and Vocational Training Corporation
Diploma in Computer Programming, GPA: 80/100 (very good)

Riyadh, KSA
June 2005

LANGUAGES

Arabic native speaker, medium in English.

REFERENCES

Available Upon Request.