



MOHAMMED ALNAQI

Human Capital



Summary

To obtain a job within my chosen field that will challenge me and allow me to use my professional skills and past experience in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Experience

Human Capital

Saipem company Snamprogetti Saudi Arabia .Co. ltd

- Plan interview & selection procedures , including screening calls, assessments and in-person interviews and follow up with candidates throughout the hiring process.
- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Support all projects in employment and issues on shore & off Shore .
- Performing reference checks and issuing employment contracts.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practices.
- Process payroll and resolve any payroll errors.
- Oversee the completion of compensation and benefit
- Documentation.
- Organize and schedule appointments.
- Candidate sourcing CV's & talent acquisition.
- Write and distribute email, correspondence memos, letters.
- Submit and reconcile expense reports.
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Support the management of disciplinary and grievance issues.
- Calculate the cost of the annual employee training plan.
- Assist in performance appraisal.

HR Admin Assistant Business Partner.

Horizon contracting company

- Conducts weekly meetings with respective business units.
- Consults with line management, providing HR guidance when appropriate.
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions and transfers.
- Assists international employees with expatriate assignments and related HR matters.
- Identifies training needs for business units and individual executive coaching needs.
- Participates in evaluation and monitoring of training programs to ensure success.
- Follows up to ensure training objectives are met.

Facility Assistant

Madar Maintenance for Trading Services Company Ltd

- Office porterage as required, including office moves, furniture moves,



Contact

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Skills

HR support



MS Office



Communication



Teamwork and Leadership



Critical thinking, decision making and problem solving.



Organizational and time management.



Languages: Fluent in Arabic and average in English



Oracle system



2019-07 -
Current



2016-12 -
2019-01



2015-03 -
2016-05



deliveries and collections.

- Logging and reporting all technical faults and arranging all office equipment fixtures and fittings.
- Co-ordinating parking availability, security passes and the booking in of visitors and clients.
- Carrying out periodic health and safety checks.

Project Manager Secretary.

Alhussan Engineering Consultant

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Support and facilitate the completion of regular reports.
- Develop and maintain a filing system.
- Check frequently the levels of office supplies and place appropriate orders.

2011-01 -
2014-11



AL-HUSSAN ENGINEERING
CONSULTANTS

Administration

Rezayat Trading Company Ltd

- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments.
- Assists in planning and arranging events, including organizing catering.
- Handles expenses and billing cycles.
- Manages reception area and looks after visitors.

2008-08 -
2009-05



Education

Diploma of Human Resource Management

Chamber of Commerce And Industry.

English Language And Literature

Berlitz Language Center



Courses

- Course in Time management and priorities.
- Course in the Legal aspects of human resources .
- Course in the HR Specialist Skills [HRS] .
- Course in Personal interviewing skills.
- Course in the social insurance system of one week by general Organization for Social Insurance .
- Course in professional ethics.
- Customers service Course.
- Administrative leadership.
- Introduction to Strategic Planning for Human Resources.
- Preparing correspondence.
- Professionalism in Talent acquisition.



Project

I was assigned as an administrative manager for the two projects of the National Guard, Horizon Contracting Company, and a representative for them