



Mohammed Melebari

Contant Info

Phone: +966-569870456

Email: mmele2040@gmail.com

Marital Status: Married

Nationality: Saudi

Address: Makkah- Jeddah, Saudi Arabia.

Social: <https://www.linkedin.com/in/mohammed-melebari-205843199/>

Work Experiences

HR specialist

10. 2015

Dar Al-thiker school

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-Performed daily management of data and information systems for human resources and other IT systems. Participates in procedures for recruiting new staff for existing posts

09. 2019

-Helped plan the career replacement and succession of employees.

-Developed training programs and professional development programs to enhance staff skills and sustain them.

-Helped in planning manpower needs by working closely with departments.

-complete knowledge of all matters related to the Human Resources Fund (HRDF)

Salaries specialist

Waad holding company

1- Comprehensive knowledge of the Oracle system.

01. 2013

2- Preparation of work contracts and statements of salaries paid to employees, and proving variables, holidays, discounts, increases and others in these records.

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09. 2015

3. Follow-up of employee data entries, entitlements, vacations, absences and penalties in the specified computer program and review the initial and final statements of salaries and their conformity with the numbers and names of employees at various cost centers for the company's departments.

4. Prepare and review the details of deductions and contributions of the professional notification branch, share the pension share of the social insurance for the employees, and make sure of the monthly repayments according to the insurance regulations.

5. Preparation of the entitlements of authorized employees

6. complete knowledge of all matters related to the Human Resources Fund (HRDF)

Accountant

RetajHotel

01. 2007

Paying the salaries of employees of the company and all compensations and rewards issued under fundamental decisions.

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12. 2012

Education

2016	Human Resource Management <i>Faculty of Business Collage-Rabigh</i>	GPA: 4.41
2011	Diploma in Accounting <i>Collage of Technology in Makkah</i>	GPA: 3.65

skills

Arabic	■■■■■■■
English	■■■■■■■
SAP System	■■■■■■■
Oracle system	■■■■■■■
Focus system	■■■■■■■
Windows	■■■■■■■
MS Office	■■■■■■■