

# MOHAMMED N. MUQTIRI

## BUSINESS MANAGEMENT



LINKED IN

### CONTACT

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### PERSONAL INFORMATION

DATE OF BIRTH  
16 Mar 1997

NATIONALITY  
Saudi

SOCIAL STATUS  
Single

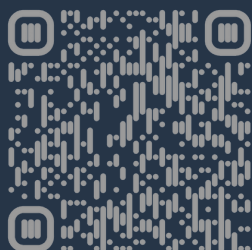
ADDRESS  
Khobar, Saudi Arabia

### PROFESSIONAL SKILLS

- Problem- Solving Skills.
- Highly organized and efficient.
- Ability to work independent and harmony with Coworkers.
- Proven leadership skills and ability to motivate.
- Strong sense of responsibility.

### LANGUAGES

- Arabic ( Native )
- English ( Excellent )



DOCUMENT

## EDUCATION

### ASSOCIATE DEGREE IN BUSINESS MANAGEMENT

TECHNICAL AND VOCATIONAL TRAINING CORPORATION.

TOURISM & HOSPITALITY AT RIYADH, SAUDI ARABIA.

GPA: 4.37 - RATING: VERY GOOD | 2020

## EXPERIENCE

### RECRUITMENT SUPERVISOR

Nasser S. Alhajri Corppration | Oct 2022 - Present  
Head Office



- Receiving Vacancy from projects based on the Saudization plan.
- Preparing and following up recruitment plans.
- Distribute tasks to the recruitment team.
- Ensure that the recruitment plan runs smoothly.
- Ensure the completion of internal and external recruitment procedures.
- Coordinating and conducting interviews.
- Conducting surveys for new employees to measure the quality of the work environment.
- Coordinating with the regional Management to send employees to projects.
- Preparing and publishing job advertisements
- Filtering new candidates based on specializations and experiences.
- Nomination and recruitment for all company Grades.
- View schedule S to verify Aramco's Categories.
- Close 80-100 vacancies per month.
- Preparing employment application forms via Google Form
- Conducting meetings with project departments to ensure the quality of employment.
- Develop and increase the efficiency of the recruitment department.

### RECRUITMENT & HR SPECIALIST

Nasmo Investment Company ( 24 Cafe, Etaa, Bakes, Daij) 200+ Employees.  
Jan 2022 - Oct 2022

- Develop a recruitment plan based on the company's vision and goals.
- Designing and publishing job advertisements.
- Hunting local and international talent through social media platforms and the labor market.
- Coordinating and conducting job interviews.
- Creating job descriptions and specifications



- Follow up with new Saudi and non-Saudi employees and their internal and external procedures.
- Follow up with all personnel affairs (leaves, resignations, etc.)
- Provide support and assistance to the Human Resources Manager.
- Develop suggestions and plans to ensure smooth work.
- Compare human resources expenses with the company's revenues.
- Discover the cost center and try to reduce it.
- Follow up and solve employee problems.
- Coordination with company departments regarding human resources.
- Coordinating with recruitment companies.
- Coordinating with training institutions.
- Follow up department procedures.
- Follow up the attendance record of employees.
- Providing support regards to Payroll.
- Preparing recruitment and department reports.
- Providing support to colleagues, whether in the department or other departments.



## **ADMIN SUPERVISOR**

**Nasser S. Alhajri Corporation | May 2021 – Jan 2022**

### **Regional Management**

- Supervising the recruiting team
- Coordinate between the projects and Head office.
- Organize & develop the office
- Evaluate Administrative Staff Performance.
- Graphic designing.
- Implemented development plans & ideas

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## **COURSES**

**DAFEH – SUSTAINABLE SAFETY SHIELDS IAU- SAUDI ARAMCO**

06 - 11 MAY 2016

**ENGLISH COURSE (PET EXAM) - LEVEL B1**

30 MAY 2018

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## **PERSONAL SKILLS**

- COMPUTING SKILLS
- HARD WORKER.
- SELF-MOTIVATED.
- EAGER TO LEARN.