



# Mohammed Alsubaie

H.R Manager

With more than 11 years of experience in managing a full spectrum of Human Resources programs, services, and functions.

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Dammam, Saudi Arabia 

## WORK EXPERIENCE

### H.R Manager MEDSCAN CO. ( SACO Group )

09/2018 - Present Dammam  
Logistics Solutions Since 1975

#### Tasks

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics

### H.R Manager AL RAJHI TRANSPORT CO

12/2015 - 09/2018 Dammam  
Achievements/Tasks

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics

### H.R Manager Arabian Gulf Construction Co. (Zamil Group)

12/2014 - 12/2015 Dammam  
Achievements/Tasks

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics

### H.R Manager Alfrancee House Universal Foods CO. Ltd

04/2010 - 12/2014 Dammam  
Achievements/Tasks

- All HR Management processes

## COURSES

Legal aspects of human resource management and labor problems.

Saudi Labor Law - Employee Rights and Responsibilities

Leadership and Project Management Skills.

Introduction to Human Resources Functions.

Certified business Analysis- Planning & Development

Certified KPIs

## SKILLS

Experience in labor Office Law

Experience in GOSI Law

Microsoft Office, Excel, Word, PowerPoint....

## LANGUAGES

Arabic



English

