

# Mousa Ali Al Hamoud

Eastern Province, Saudi Arabia      00 966 54 87 21 770

[alhmoud- mosa@hotmail.com](mailto:alhmoud-mosa@hotmail.com)

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## Professional Summary

Human Resources Senior specialist with practical understanding of business needs. Highly effective at incorporating creative leadership skill to achieve objectives. Directs projects than improve efficiency while meeting deadlines and budget requirements.

## Highlights

- Employee Relation.
- Ability to analyze, Interpret and Explain Employment & Saudi Labor Law.
- Personnel Records Maintenance.
- Innovative.
- Compensation/payroll.
- Hiring and retention.

## Accomplishments

- Lead the project for manpower more than (100 emp) by recording their data , follow up their monthly payroll and any HR operation issues.
- Build HR department from scratch in my current organization and have led the adoption of all employee processes, systems, policies, and procedures.

## Employment History

**Abdul Latif Jameel Logistics**

**HR Senior Specialist**

**February 2016 , until Now**

### Job Responsibilities

- Perform HR Personnel Administration activities and other administrative functions by updating associates personal records like contract of employment, medical insurance, social security, etc. to the HR Database. .

- Assist and inform associates of the requirements in their transactions to facilitate the documentation process and achieve immediate result.
- Performs the payroll change activities like updating personal files, salary increase, resignation, termination and etc. into the database (Oracle /Mena Tec system) through efficient, effective and equitable implementation of the policies and standards of the company.
- Records corrective and preventive actions imposed to erring associates in compliance with the approved company policies and Saudi Labor Laws (SLL) to inculcate discipline and obedience from all associates.
- Manage all labor and immigration activities related to associates through following the standard processes to support the associate in managing his working visa, exit and re-entry visa and IQAMA.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits.
- Ensuring new hire paperwork is completed and processed.
- Responsible for on-boarding and the preparation of local employment contracts and related documentation

## **International System Establishment**

### **HR Manager**

**August 2014 to January 2016**

#### **Job Responsibilities**

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees.
- Initiating, coordinating, and enforcing systems, policies, payroll and procedures.
- Sifting and prioritizing requests for Administrative Support in order to plan the workload of the Operations Administrative team ensuring that the activities of the Operations are supported.
- Maintain organization staff by establishing a recruiting testing, and interviewing program, counseling managers on candidate selection, conducting and analyzing exit interviews, recommending changes.
- Support Employees and Managers in HR operations Matters.
- Serve as link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems to foster positive environments.

## **IMS (Al-Othman Group)**

### **Admin & HR Supervisor**

**October 2012 to August 2014**

#### **Job Responsibilities**

- Handling all day to day administration operations.
- Handling all HR operation such as vacations, payroll etc...
- Responsible for maintaining complete employee files.
- Maintain Saudization level .
- Processing a plan to transfer sponsorship of all staff under other companies to IMS sponsorships at earliest.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees
- Represent the company into government offices if it is required.
- Processing the agreement with Human Resources Development fund to get the financial support to hire Saudi's.

## **Tamdid Pipes**

### **Admin Assistant**

**January 2010 to September-2012**

## **Educational Backgrounds**

### **Diploma in Administration**

- Institute of Public Administration (2007- 2009)

## **Courses & Training**

- Introduction to Human Resources Functions 2018.
- Introduction to Strategic Planning for Human Resources 2018.
- Leadership Essentials 2018.
- Fundamentals of Management 2018.
- Training in Dar Al Youm Newspaper as Admin Officer for 6 weeks and then work as volunteer during the summer period from 13<sup>th</sup> May, 2009 to 8<sup>th</sup> September 2009.