



# Mortadha Al-Shehab

0503884484

m.j.alshehab@hotmail.com

Dammam, Saudi Arabia

## SKILLS

- Employee development
- Project management
- Strategies and goals
- Compensation/benefits administration
- Recruitment
- Effective leader
- Employee scheduling
- Organised
- Human resources management
- Coaching and mentoring
- Powerful negotiator
- Microsoft Office
- Team management
- Data management

## EDUCATION

2007

Al-Almiah Institute |  
Dammam

Diploma: Information  
technology

## CERTIFICATIONS

- HR specialist development - 2019
- Legal Aspects of HR Management - 2017
- Risks of Human Capital - 2016

## PROFESSIONAL SUMMARY

Ambitious and results-oriented HR Manager with over 15 years of experience, creating strategic alliances with organisational leaders to effectively align with and support improvement initiatives. Progress-driven planner adept at building and retaining high-performing team. Eager to apply my experience in Oil and Gas industry to take on new role. Expert problem-solver and planner with demonstrated business leadership skills.

## WORK HISTORY

01/2005 - Current

OFSAT Arabia LLC | Khobar, KSA

HR & Government Relation Manager

- Developed and implemented a high-quality work environment as measured through employee satisfaction ratings.
- Developed and rolled out new policies designed to bolster productivity and reduce overall manpower costs.
- Enhanced operational efficiency and productivity by managing rig moving, logistic services, work scheduling.
- Have good knowledge of Government entities and SAGIA requirements.
- Manage personnel and training activities.
- Advise managers on organizational policy matters and recommend needed changes.
- Enhanced operational success through effective staffing, strong training, adherence to safety and regulations and well-timed service.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems to roster positive environment.
- Developing and implementing timely and cost effective processes to manage passport and visa activities ensuring documents are tracked and reports are available to monitor progress.
- Developing internal and external relationships using formal and informal channels to liaise with appropriate authorities / bodies or contact persons to resolve any problems or matters concerning the Company, its operations or employees, including traffic accidents and police matters.

- WISR 1
- Safety at work

- Establishing and maintaining planning documentation to ensure that key milestones are achieved.
- Led all corporate communications to optimise information sharing initiatives.

*01/2004 - 01/2005*

Al Yamamah | Dammam, KSA  
Government Relation Assistant

- Communication with all Government Offices, Ministries, Chamber of Commerce, Police Departments etc.
- Establish and maintain the relation with immigration, passport authorities and foreign embassies to ensure smooth processing of employees and visitors documents.
- Monitored databases to keep track of all company and employees documents validity.