



Mohammed AlEnazi
HR Manager

Result oriented leader, leverages strategic thinking combined with strong execution discipline. Gained extensive knowledge and experiences in leadership positions on the local, regional level over the last 15 years focusing HR Operations, Government Relations, Employees Relations Management, Saudization, Retail Workforce.

Contact Info

	0541200666
	mohammed.enazi@gmail.com
	18.08.1985
	Married
	Riyadh
	Saudi Arabia
	Saudi

Skills

Employees Relations Management	Expert
Payrolls	Expert
Government Relations Management	Expert
Saudi labor law	Expert
Recruitment,Saudization	Expert
Leadership Skills	Expert

Languages

English	Good
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Experience

06/2022 - Present

SYARAH CO HR Manager

Develop and implement HR strategies and initiatives aligned with the overall business strategy
Bridge management and employee relations by addressing demands, grievances or other issues
Manage the recruitment and selection process
Support current and future business needs through the development, engagement, motivation and preservation of human capital
Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
Nurture a positive working environment
Oversee and manage a performance appraisal system that drives high performance
Maintain pay plan and benefits program
Report to management and provide decision support through HR metrics
Ensure legal compliance throughout human resource management

01/2016 - 05/2022

SUHAIL BAHWAN AUTOMOBILES LLC HR Manager

Duties and Responsibilities:

My role is established innovative and strategic recruitment initiatives that aided the organization to successfully maintain Saudization at% yearly i.e. in compliance to agreement with (HRDF)
Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions,Employees Relations, contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues).
Office management and administrative supervision for both the office day to day business requirements and the Business Relations with Government requirements to have the operations goes smoothly such as issuing entry permissions , residency forms and renewals ...Supervision on range of Logistic services provided to the staff, ticketing ,accommodation , Medical insurance services , Transportation , communication services, supervision on expenditures and financial claims submitted by the staff, beside any administrative services might occur.

06/2015 - 12/2015

Secure Services Systems (SSS-IT) HR & Admin Manager

Handling all Government Tasks
Handling all HR Tasks .
Business Process Management
CRM Management
Government Relations
Government Projects

08/2007 - 05/2015

Mobily Retail Workforce Analyst

- Monitored and reviewed operational performance, aiding improved business strategy to maximize productivity.
- Developed, recommended and implemented strategies to improve employee work quality and performance.
- Supported company growth by working constructively with sales team members.Interviewed, hired and trained staff on best bar practices, maintaining highly efficient service teams.
- Reduced costs and improved operations by analyzing processes and customer feedback.
- Developed organizational policies for administrative oversight and internal controls. • Investigated issues affecting group operations, prepared reports and helped correct problems.
- Translated senior management directives into actionable front-line policies and implemented changes with staff.
- Maintained smooth-running business operations by delegating priorities to staff abilities.

Education

06/2006

Madinah College of Technology Diploma - Computer Programming