

Mohammed Saeed Alqahtani

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Personal statement

A Human Resources Management graduate, seeking a position as an HR Assistant/Specialist to utilize the current skills, provide help in various aspects of HR management and cope with new challenges in a supportive environment.

Education

The Institute of Public Administration (IPA)

Associate's Degree in Human Resources Management (December 2018)
GPA: 4.98/5

Experience

Abdulaziz & Saad Al Moajil Trade & Investment Co. – HR Department

Human Resources Coordinator (*Oct 06, 2019 – Present*)

- Issue official letters (letter of definition, business enquires, employment certificates, warnings, etc.)
- Open new records in HRMS for newly-came employees & update periodically
- Issue employment contracts for Saudis & non-Saudis, as per labor law
- Responsible for the Group's health insurance (maintenance, record keeping, communication, settlements, requests for quotations)
- Design work plans for the team as necessary.
- Assist in daily personnel affairs tasks.

Training

Saudi Aramco – Local Workforce Development Department (LWDD)

COOP Training (*Nov 11, 2018 – Jan 24, 2019*)

- Review and validate courses requests for contractor companies
- Coordinate enrollment of employees for training courses
- Answer inquiries about training requirements through emails & telephone
- Reserve meeting rooms in the system & Present weekly progress of the unit.
- Meet delegated officers from contractor companies to sign Training Service Agreements with Saudi Aramco & answer all related inquiries.

Ash Sharqiyah Operation & Maintenance Company (ASHOMCo) – HR Department

Summer Training (*Jul 8, 2018 – Aug 7, 2018*)

- Organize, maintain and archive employees' records
- Assist in daily tasks of the department.

Courses & Certificates

- [Certificate] CIPD Diploma Level 3 in Human Resource Management (currently studying) – VTDI
- [Course] Advanced Skills in Human Resources Management (16 hrs.) – Asharqia Chamber (Training Center)
- [Course] Developing the Professional Skills for HR Specialist (16 hrs.) – Asharqia Chamber (Training Center)

Skills & abilities

- MS Office (Excel, Word, PowerPoint)
- Ability to cope with new responsibilities
- Ability to work in harmony with a team
- Time management; deliver work tasks on time.

References

References are available upon requests.