



Abdulmajeed Alqahtani

HR Specialist

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SUMMARY

I am an experienced HR Specialist with strong organizational and teamwork skills. I was directly responsible for implementing training and development plans, ensuring employees had access to growth opportunities aligned with organizational needs. I specialize in recruitment, employee relations, performance management, and HR policy implementation. Before this, I worked as an HR Coordinator, where I handled compensation, benefits, and labor law compliance. With a background in Human Resource Management from Prince Mohammad Ibn Fahad University, I am fluent in Arabic and English and have certifications in training and HR legal aspects.

EXPERIENCE

08/2023 – 09/2024

HR Specialist

Khareiji Group

- Source and identify qualified candidates through various channels (job boards, social media, employee referrals, networking, etc.).
- Build and maintain a strong pipeline of potential candidates for future hiring needs.
- Schedule and coordinate interviews between candidates and hiring managers.
- Facilitate interview process, ensuring timely feedback and communication with candidates.
- Assess candidates' qualifications, skills, and cultural fit within the organization.
- Partner with hiring managers to understand business needs and future hiring requirements.
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts, etc.
- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events, etc., and maintain the team's agenda.
- Respond to internal and external HR-related inquiries and requests.
- Perform orientations, onboarding, and update records with new hires.
- Produce and submit reports on general HR activity.
- Assist in ad-hoc HR projects, such as collecting employee feedback.
- Support other functions as assigned.

HR Coordinator

Al Dawaa Medical Services

09/2021 – 07/2023

- Prepare and review compensation and benefits packages.
- Administer health and life insurance programs.
- Implement training and development plans.
- Inform employees about additional benefits they are eligible for.
- Update employee records with new hire information and/or changes in employment status.
- Forecast hiring needs and ensure the recruitment process runs smoothly.
- Develop and implement HR policies throughout the organization.
- Stay up-to-date and comply with changes in labor legislation.

EDUCATION

Recruitment, Compensation and Benefit, Employee Relation, Training and Development, HRIS,

Prince Mohammad Ibn Fahad University (PMU) - Human Resource Management

summary of Vision 2030 and HR functions implications to Vision 2030

Job analysis project

2021

CERTIFICATES

Training of Trainers

06/2023 – 06/2023

Legal aspects of human resource management

03/2022 - 03/2022

SKILLS

LEADING AND COOPERATIVE PERSONALITY	Advanced	COMMUNICATION ACCURACY AND RAPID	Advanced
TACT AND GOOD BEHAVIOR	Beginner	TASKS EXECUTION	Expert
DIALOGUE AND			
SERIOUSNESS ANDDISCIPLINE	Intermediate		

LANGUAGES

English	Fluent	Arabic	Native
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Cover Letter

Dear Hiring Team,

I am writing to express my interest in the HR position at your company. With my experience as an HR Specialist at Khereiji Group and an HR Coordinator at Al Dawaa Medical Services, I am confident that I can contribute to your team's success by applying my strong organizational, interpersonal, and analytical skills in a fast-paced environment.

In my current role as an HR Specialist, I have gained extensive experience in candidate sourcing, recruitment, onboarding, performance management, and HR reporting. I have consistently worked to ensure smooth communication between hiring managers and candidates, which has helped maintain a streamlined recruitment process. My ability to assess candidates' skills and cultural fit within the organization has enabled me to build a robust talent pipeline for future hiring needs.

My involvement in training and development initiatives has allowed me to support employee growth through identifying training needs, coordinating learning programs, and evaluating their effectiveness. These efforts have contributed to a more engaged and capable workforce aligned with organizational goals.

Additionally, my time as an HR Coordinator allowed me to develop a strong foundation in compensation and benefits administration, employee relations, and policy development. I am well-versed in managing HR operations while staying up-to-date with changes in labor legislation and HR best practices.

I hold a degree in Human Resource Management from Prince Mohammad Ibn Fahad University (PMU) and am certified in "Training of Trainers" and "Legal Aspects of Human Resource Management." I am fluent in both Arabic and English and possess a strong ability to collaborate with teams to meet organizational goals.

I am excited about the opportunity to bring my skills and experience to your company, and I look forward to discussing how I can contribute to your HR department. Thank you for considering my application.

Sincerely, Abdulmajeed Alqahtani