

Mohammed M.

Al Taifi

HR/Admin. Management



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Dhahran



[linkedin.com/in/yourprofile](https://www.linkedin.com/in/yourprofile)

Skills

Problem Solving

Adaptability

Computer skills

Strong Work Ethic

TimeManagement

Critical Thinking

Handling Pressure

EDUCATION

High school - Graduated in 1992
Studying at Dammam University - 2
nd Semester -Business Administration

RESUME OBJECTIVE

PERSONAL SUMMARY: -

I am experienced with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Energetic, results-oriented team-player eager to bring strong administrative skills to a growing company in need of top-level support.

CAREER HISTORY: -



HR Supervisor - Business Facilities Company Ltd Overview (November 2021 to Present)

HR & Admin Supervisor - Alqahtani Maritime (Jul 2017 – November 2017)



- Supervise the general activities of the HR Team
- Assist Line Manager to make improvements and implement required changes
- Reporting HR cases and status on a monthly basis
- Achieve agreed personal targets and assist to achieve agreed team targets
- Set an example for team members of commitment, HR activities, work ethics and habits and personal character
- Maintain accurate records as required
- Responsibly use resources and control expenses to meet agreed budgetary controls
- Adhere to all organization policies and procedures.

HR Supervisor at International Port Services (Sep 2013 – May 2015)



Incorporate feedback from line and business management to maximize HR program effectiveness.
Provide support to management in areas related to employee concerns, problem resolution and HR tools and systems.
Determine employee training needs to produce continuous development plans.

Admin Lead / Acting Admin. MGR. SNC Lavalin (Jun 2007 – July 2012)



Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
Completes special projects by organizing and coordinating information and requirements; planning, arranging, meeting schedules; and monitoring results.

Acting Assistant Manager (Jan 2005 – Feb 2007)

Family-Owned Business – Real estate & Construction

Customer Supervisor (Jan 2005 – Feb 2007)

Axiom Telecom

Training Coordinator

Tayseer Al Hadaf Training Academy

Employment dates (Jan 2001 – Jun 2003)

REFERENCES: -

Mr. Awadh Al Harbi -Deputy GM VP IPS - King Abdul Aziz Port

Dr. Nadim Nassar SNC Lavalin - NSH Tower Dammam Al Khobar