

Mohammed Abdul Nayeem

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Transferable Iqama (Immediate)

Dynamic and results-oriented 10+ years' experience as a leading HR Specialist in various area of Organizational Development, Resourcing, Training, and Advisory. Trusted for aiding management that emphasizes empowerment, quality, productivity, goal attainment and ongoing development.

- **Capability to manage large workforces** according to the business and organization imperatives to establish a people agenda that support business plans and drives organizational management.
- **Leadership vision** who inspires people, influences perspective, and creates collaborative working environments.
- **Resolving HR issues** by combining human resources and industry knowledge with functional capabilities and an analytics-based approach to dramatically improve performance through integrated talent, HR, and organizational change.
- **Positively impacting and guiding the vision** of principled, forward-focused organizations that value accountability and which reward teamwork, leadership, and dedication.
- **The ability to increase organizational effectiveness** through communication, cooperation, and collaboration.
- **Communicator with interpersonal**, analytical & problem-solving skills. Innovative team leader, decision maker, communicator with the ability to prudently manage operations, and resources staff effectively and efficiently.

CORE COMPETENCIES

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| • Human Resources Leadership | • Job Evaluation, Analysis & Grading | • Communication & Interpersonal Skills |
| • Talent Acquisition/Management | • Full Recruitment Lifecycle | • Documentation & Reporting |
| • Decision-Making/Negotiation | • Labor/Immigration Laws | • Analytical Skills/Critical Thinking |
| • Employee Grievances Management | • Compensation & Benefits Schemes | • Strategic Planning |
| • Strong relationship building | • Succession & Workforce Planning | |

PROFESSIONAL EXPERIENCE

Human Resources Specialist (Sept 2013 - May 2025)

Najran Company for Trading and Contracting, Ras Tanura, Saudi Arabia

- Commanded the full scope of HR activities – believing HR is the most important and strategic role at the table and leading staff in establishing the vision, mission, and strategic growth plan.
- Established all HR functions negotiated and administered all compensation and benefits programs and developed strategies to support organizational growth and long-term success.
- HR structures, systems, and policies to attract talented employees and improve Saudization metrics.
- Providing leadership and vision for managing the entire recruitment cycle - selection, hiring & recruiting, manpower mobilization, employee induction, and orientation plans, employee onboarding and training, and accurate documentation, while managing the whole recruitment process to fill open positions effectively.
- Ensuring that the company is set up for success with the right capabilities and competencies through the delivery of a robust talent acquisition strategy.
- Building future talent through effective plans encompassing innovative approaches, Saudization plans, internal and external staff movements, and organized annual recruitment plans.
- Represented a focal point of contact for matters about promotions, transfers, resignations, terminations, attendance and leaves, and vacations in alignment with labor laws, legal requirements, and Company standards.

Responsibilities:

Recruitment:

- Screens applicants for basic compliance with position qualifications, summarizes CVs for easier evaluation by the departmental heads.
- Meets initial screening of job applicants, walk-in applicants, collects, and assesses CVs.
- Obtains and assess all certificates and testimonials of the candidates.
- Ensure all vacancies are filled with the suitable candidates within the targeted time.
- Interview candidates up to supervisors' level and provide feedback to both HR Manager and Line Manager.
- Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
- Forwards collected CVs to the concerned departmental heads for evaluation and interviews.
- Conducts new employee orientation and appraises employee of benefit options

- Coordinate manpower planning process and maintain manpower records.
- Establishes and maintains files and records on an ongoing basis.
- Recruiting staff as per requirements Yearly Budget/ Replacements/ Projects and special approval
- Participate in Job Fairs for recruitment, selection, and engagement of staff across the organization ensuring that the organization recruits
- Prepare advertisements for vacant positions and arrange publication in appropriate media
- Undertake preliminary on call phone interview, group and individual interviews of applicants as required.
- Maintain a detailed data base of applicants and as for backup
- Ensure all recruitment policies, procedures are adhered to and recommend improvements.
- Drafting and ensuring adherence to employment contracts

Personnel & GR Services:

- Monitoring government portals – Qiwa, HRSD, GOSI, TAMM, Naql, Saudi Business Center, Muqem, E-Chambers and others.
- GR Services for employees like issuance & renewals of work permits, iqama, exit re-entry and final exit visa.
- Tamm services like renewal of vehicle registration, car authorization, MVPI appointments, accident reports
- Arrangements of HR / Personnel Dept. payments with finance departments
- Preparations of forms & Follow ups with GRO for Jawazat, HRSD and other Ministry issues.
- Communicating with all staff to resolving their issues while registration & renewals of Saudi Council of Engineer, SOCPA, SVP – PACC arrangements.
- Issuance of new work visa, Mofa wakala, and recruitment documentation for India, Pakistan, Srilanka, Nepal, Philippines & others.

Medical & Ticketing:

- Issuing & Renewals of medical insurance policies with competitive price in markets
- Addition and deletion of members accordingly
- Upgrading and reimbursement procedures
- Ticket booking and handover procedures.
- Cancellation of medical cards for resigned and terminated staff
- Maintaining records and providing information to all departments

Payroll:

- Handling payroll for New Hires & existing employees
- Updating and maintaining employee data records
- Ensure timely completion of payroll processing to finance department
- Coordinating with all departments for time-sheet collection

Training & OD:

- Organizational Development by enhancing the job descriptions and Policies and procedures
- New Hire Training and Induction
- Arrange and organize for Existing employees training
- Coordination with Training centers and providing them necessary materials
- Issuing of certificates and distributing to the concerned departments

HR Administration:

- Reporting to HR Director/ Manager on complete departmental functioning
- Hiring of New Staff and mobilizing to the respective depts.
- Handling of terminations, resignations, and employee grievance
- Manage information of employees, automate workflows, and streamline HR processes at ERP.
- Maintain HR Helpdesk and providing necessary information to the staff regarding company policies and procedures

EDUCATION

- **Master of Human Resource – AIITM, India**
- **Degree of Bachelor of Commerce – Osmania University, India**

PERSONAL INFORMATION

- **Nationality:** Indian
- **Date of Birth:** 4th January 1989
- **Languages Known:** English – Expert Level, Urdu - Native, Arabic - Intermediate
- **Driving License valid :** 01-08-2032