

Mohamed Abdelrahman Shahin

Recruitment Head | Onboarding Head | Talent Acquisition Expert | HR Operations
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SUMMARY

Results-driven Recruitment & Pre-boarding Operations Section Head with 12+ years of expertise in Human Resources, Talent Acquisition, and Business Operations. Specialized in workforce planning, hiring strategies, and process optimization, ensuring recruitment efficiency and alignment with organizational goals.

Skilled in HRIS, ATS platforms, and data-driven recruitment analytics, leveraging technology to enhance employer branding and candidate experience. Proficient in global recruitment, diversity hiring, and visa processing, maintaining seamless hiring workflows and regulatory compliance.

Passionate about leadership, strategic planning, and continuous HR improvement, committed to driving operational excellence, refining hiring methodologies, and enhancing workforce efficiency. Seeking a role to lead recruitment initiatives, strengthen talent acquisition strategies, and contribute to long-term organizational success through expert hiring methodologies and operational execution.

WORK EXPERIENCE

Head of Talent Acquisition & Onboarding Services Alfanar Projects Co., Riyadh, Saudi Arabia

Nov 2024 - Present

- Collaborate with Hiring Managers to define annual talent acquisition strategies and recruitment plans.
- Partner with internal departments to establish corporate and payroll accounts for new hires.
- Lead and develop a Talent Acquisition Team, overseeing workforce mobilization and hiring priorities.
- Implement annual manpower planning tailored to actual business requirements.
- Design, plan, and execute comprehensive recruitment and pre-boarding processes.
- Review, analyze, and optimize end-to-end hiring workflows, ensuring compliance and efficiency.
- Oversee and approve local and overseas hiring procedures for Saudi nationals and expatriates.
- Manage international recruitment efforts, aligning with campaigns and manpower projections.
- Supervise recruitment processes for offshore vacancies, ensuring timely and accurate placements.
- Approve and coordinate flight arrangements for new hires in accordance with company policies.
- Oversee HRIS system implementation, ensuring seamless integration and operational functionality.
- Present detailed reports and dashboards assessing recruitment and onboarding performance.
- Develop and implement business systems on SharePoint and ATS platforms such as C-flow to streamline talent acquisition.

Talent Acquisition & Onboarding Supervisor Alfanar Projects Co., Riyadh, Saudi Arabia

Jan 2022 - Oct 2024

- Partnered with department managers to align hiring strategies with organizational goals.
- Developed and updated job descriptions and specifications, ensuring clarity in role expectations.
- Led multi-channel candidate sourcing, conducting screenings and assessment evaluations.
- Managed the complete recruiting lifecycle, securing top talent for diverse positions.
- Presented weekly recruitment progress reports, ensuring alignment with manpower plans.
- Supervised and tracked key recruitment activities, including job postings, interview scheduling, and documentation.
- Provided coaching and mentorship to junior recruiters, enhancing team efficiency.
- Ensured strict compliance with employment laws, policies, and industry best practices.
- Boosted organizational appeal by enhancing compensation strategies and incentive offerings.

Human Resources Specialist
Alfanar Projects Co., Riyadh, Saudi Arabia

Apr 2015 - Jan 2022

- Managed HR operations, including payroll processing, benefits, and performance management.
- Tracked and maintained attendance records for over 1,500 employees, ensuring accuracy.
- Led a team of regional project and operations representatives, driving process efficiency.
- Oversaw monthly salary processing, coordinating incentives, bonuses, and profit distributions.
- Developed and maintained internal HR applications, ensuring alignment with business objectives.
- Coordinated new employee onboarding, ensuring smooth integration into the workforce.
- Processed HR transactions via SAP and SuccessFactors, optimizing workflow efficiency.
- Ensured compliance with government regulations, mitigating legal risks.
- Managed supplier and subcontractor agreements, ensuring contract fulfillment.
- Supervised company assets, including vehicles, heavy equipment, and employee accommodations.
- Conducted exit interviews and implemented retention strategies for high-performing employees.
- Facilitated final settlements and generated experience certificates for departing employees.

Human Resources Administrator

Abdullah A. Al-Khodari Sons Co., Riyadh, Saudi Arabia

Oct 2013 - Feb 2015

- Managed daily HR functions, including leave processing, contract renewals, and employee transfers.
- Processed monthly payroll, bonuses, and financial transactions in collaboration with accounting.
- Tracked daily attendance for over 1,000 employees, ensuring compliance.
- Oversaw employee department transfers and facilitated formal communications with clients.
- Finalized government transactions with regulatory authorities.

Senior Operations Analyst

Mountain View – DMG Fore Real Estate, Cairo, Egypt

Jan 2013 - Oct 2013

- Developed and executed strategic sales approaches, enhancing customer engagement.
- Coordinated property showings, ensuring alignment with client needs and expectations.
- Delivered impactful sales presentations, securing profitable deals.
- Developed and implemented marketing plans, optimizing property sales performance.

Senior Operations Advisor

Vodafone, Cairo, Egypt

Jun 2012 - Oct 2013

- Analyzed sales feedback, generating precise market forecasts for leadership review.
- Utilized strategic sales techniques to boost profitability and optimize campaigns.
- Streamlined client feedback management, enhancing response times and resolution effectiveness.

Operations Team Representative

Etisalat, Cairo, Egypt

Mar 2011 - Jun 2012

- Provided technical support to customers, diagnosing and resolving service-related issues.
- Responded to customer inquiries, ensuring clear communication of product details and company policies.

EDUCATION

Bachelor of Accountancy: Accounting & Business Administration

- Ain Shams University, Cairo, Egypt
- Sep 2007 – Jun 2011
- Graduated with a Good GPA.

CORE COMPETENCIES & TECHNICAL SKILLS

- Talent Acquisition & Workforce Planning – Expertise in full-cycle recruiting, workforce optimization, and manpower forecasting to enhance business success.
- HR Operations & Employee Engagement – Managing onboarding, HRIS systems, compliance, and policy implementation for seamless HR execution.
- Recruitment Analytics & Hiring Metrics – Skilled in data-driven hiring strategies, market trend analysis, and recruitment performance evaluation.
- Applicant Tracking Systems (ATS) & HRIS Proficiency – Extensive experience with SAP, SuccessFactors, C-Flow, and automated hiring tools.
- Diversity & Inclusion Hiring Strategies– Implementing equitable, inclusive hiring practices across diverse industries.
- Global & Technical Recruiting Expertise – Managing specialized talent acquisition, executive search, and skills-based assessments.
- Visa Management & International Hiring Processes– Expertise in expatriate hiring, visa compliance, and cross-border talent acquisition.
- End-to-End Hiring with 360° Recruiting Strategy– Leading comprehensive hiring solutions, from sourcing to final placement.
- Business Intelligence & HR Analytics – Utilizing Microsoft Power BI and advanced reporting tools for data-driven workforce management.
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, etc.)– Advanced proficiency in corporate tools for efficient documentation and reporting.

TRAINING & CERTIFICATIONS

- SPHRI Certification – HRCI & High-Performance Academy | May 2025
- SHRM-SCP Accreditation Certified | Sep 2024
- HR Leadership in Hybrid Business World & Onboarding New Hires as Manager | Aug 2024
- Working with Staffing Agencies, Headhunters & Recruitment Foundations | Aug 2024
- Human Resources: Running Company Onboarding | Jan 2023
- Planning & Scheduling Workshop Sessions | Apr 2020
- Human Resources Diploma – Self-Study (American University in Cairo - AUC) | Dec 2019
- Human Resources Course – Self-Study (Oxford Academy, Cairo) | Oct 2019
- Managing Information & High-Impact Training Sessions | Mar 2019
- Problem-Solving Training & Business Presentation Sessions | Oct 2017
- English Course – Ministry of Defense Language Institute (MODLI) | Dec 2010

PERSONAL SKILLS

- Leadership & Team Management
- Strategic Planning & Decision-Making
- Problem-Solving & Critical Thinking
- Effective Business Communication
- Time Management & Multitasking
- Adaptability & Flexibility
- Stakeholder Engagement & Relationship Building
- Professional Ethics & Confidentiality

LANGUAGE

- Arabic: Native Proficiency
- English: B2 – Excellent Command in Oral & Written Communication