

Mohammed Alawad

Details

Address

Saudi Arabia

Phone

0544464337 - 0500098496

Email

ss_0m@hotmail.com

Skills

Ability to Work Under Pressure

Adaptability

Leadership

Creative Thinking

Decision Making

Languages

Arabic



English



Profile

Qualified Human Resources Officer offering excellent communication and leadership skills and the important ability to operate both independently and in fast-paced team environments. With over than 8 years of extensive industry experience, Anastasia is a reliable individual seeking an HR position within a forward-moving company.

Employment History

HR & Admin Coordinator, Expertise Contracting Co. Ltd.

Oct 2013 – Present

- Handle 10,000 + employees and responsible for government portals (GOSI, Muqem, Mudad, Qiwa)
- Responsible for 7 companies on GOSI
- Register new employees on SAP S/4 Hana 2021 System
- Register new employees on ERB System
- Responsible for the entire medical insurance process (adding, deleting, etc)
- Experienced on Insurance portals (Acig, Walaa) • Creating Contracts and printing ID cards

Project Coordinator, Mohammad Al-Mojil Group (MMG)

Mar 2012 – Oct 2013

- Saudi Aramco Manifa Project

Admin Officer, Gulf Consolidated Contractors Company (GCC)

Aug 2010 – Feb 2012

- Carried out the issuance of Aramco IDs, vehicles stickers through SAP Aramco System.
- Issuing the Aramco ID and car stickers for all of employees in Projects at Aramco portal

Education

College of Technology , Diploma

2013

Courses

OSH (General Induction), Human Resources Development
Jun 2022

General Calibration Training (ISO 17025 : 2005), Training Center

May 2013

Safety Orientation , Saudi Aramco

Jan 2020