

Mohammed Obaid AlShammari

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Human Resources Specialist with solid hands-on experience in recruitment, Saudi labor law systems, and CBAHI standards, including platforms such as Qiwa, GOSI, Muqem, and Saha. Skilled in managing employee records and aligning HR operations with organizational goals. Known for strong interpersonal communication skills and the ability to handle matters professionally.

Education:

King Saud University / Almajmah Branch

Human Resources

Work Experience:

- Aljazeera Hospital Riyadh
HR Specialist Oct 2023 - Present

Managed government HR platforms (Qiwa, GOSI, Saha, Muqem) Oversaw end-to-end recruitment processes: job postings, candidate screening, interviews, and offer negotiations for high-volume hiring, Conducted background checks and reference verifications to ensure hiring quality, Maintained accurate and organized personnel records, Handled performance management, implemented HR policies, and managed payroll operations.

- Azadea Company Riyadh
Deichmann / Assistant Manager Mar 2023 - June 2023

Revising Tasks in weekly meetings, leading by example the team towards achieving goals, acting as a link between employees and management plans and goals, monitoring fingerprint, and receiving calls and emails.

- Saudi Jawahir Perfume and jewelry company Riyadh
Laure / Store staff Nov 2021 - Feb 2023

Leading the team and organizing the employees' schedules across companies, as well as monitoring targets and achieving goals.

Training courses:

- ACHRM – SHRM (Tharwah) Certification Oct 2024
- Applications of the Saudi Labor Law “ 12 hours ” Aug 2025
- Completed a set of training courses through the Dorooob platform, totaling 20 hours of learning.

Skills:

- HR Platforms (Qiwa, GOSI, Saha)
- Recruitment & Talent Acquisition
- Employee Records Management
- Onboarding & Orientation
- Fast learner
- Leadership & Emotional Intelligence
- Teamwork & Collaboration
- Working Under Pressure
- Time Management & Scheduling
- Microsoft Office Suite
- Verbal & Written Communication

Languages:

- Arabic – Native
- English – Professional working proficiency