

Adham Abdelnasser

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Objective

Motivated and detail-oriented HR Specialist with strong experience in governmental platforms and employee management. Seeking to contribute to organizational success through efficient administrative operations and compliance with Saudi labor regulations.

Work Experience

HR Specialist – Recruitment Company, Saudi Arabia (06/2023 – Present)

- Expert in managing Saudi government platforms: Qiwa, Absher, GOSI, MOL, Najiz, Nafath, Saudi Business Center (SBC)
- Responsible for renewing iqamas (residency permits)
- Responsible for issuing company visas
- Communicates and coordinates with external companies on business matters
- Archives company records and documentation
- Issues official company certificates and handles regulatory documentation

Lawyer – Law Office (12/2021 – 05/2023)

- Drafted and reviewed civil and employment contracts
- Prepared legal memoranda, pleadings, and case documents
- Strong in legal argumentation and professional communication

Education

Bachelor's Degree in Law – Assiut University (10/2017 – 07/2021)

Skills

- Governmental Platforms: Qiwa, Absher, GOSI, MOL, Najiz, Nafath, Saudi Business Center (SBC)
- HR Operations and Administration
- Problem Solving & Task Management
- Legal Writing and Document Review
- Decision Making & Analytical Thinking
- Team Collaboration & Communication
- Strong Organizational Skills & Attention to Detail
- Computer Proficiency

Languages

- Arabic: Native
- English: Good

Personal Information

Date of Birth: 20/12/1999

Nationality: Egyptian

Marital Status: Single