

AHMAD MULLA

Phone: +966563335385

Email: Ahmad.F.Mulla@gmail.com

Location: Saudi Arabia

Nationality: Saudi



PROFESSIONAL SUMMARY

Strategic and detail-oriented Human Resources Operations Manager with experience driving HR legal compliance, regulatory alignment, and operational efficiency in dynamic business environments. Expert in managing end-to-end HR operations in accordance with Saudi labor law and government mandates. Proven track record of leveraging government platforms such as **Qiwa, GOSI, Muqem, Mudad, Nafath, Absher, Enjaz, Tamm, Najiz**, and the Ministry of Commerce to streamline employee lifecycle management, contract authentication, social insurance, and regulatory filings. Skilled in HR policy implementation, government relations, risk mitigation, and workforce documentation.

EDUCATION

Bachelor's Degree in Islamic Law

Islamic University of Madinah | May 2018

PROFESSIONAL EXPERIENCE

Human Resources Operations Manager

Source Machinery | Aug 2023 - Present

- Oversee HR operations, achieving 100% compliance with Saudi labor laws and significantly reducing processing delays across government platforms.
- Manage employee legal documentation and workflows through key government platforms, including Qiwa, Muqem, GOSI, Mudad, and the Ministry of Labor (MOL).
- Handle legal registrations, contract authentications, and regulatory filings via Nafath, Absher, Tamm, Enjaz, Najiz, and the Ministry of Commerce.
- Supervise lease and housing contract processes through Ejar, and manage commercial certifications with the Chamber of Commerce.
- Ensure accurate employee status updates, residency renewals, and legal compliance using Muqem and Aman.
- Coordinate social insurance registration, benefits, and payroll alignment through GOSI and Mudad.
- Liaise with the Saudi Electricity Company for operations related to employee housing and facility utilities.
- Communicate regularly with legal and judicial platforms including Najiz and Maeen to monitor cases and submit required documentation.
- Ensure timely submission of reports, renewals, and compliance filings across all e-government systems.
- Serve as the main liaison for regulatory audits, legal inspections, and government correspondence related to HR and corporate compliance.

Lawyer

Fattin Law Firms and Legal Consultations | Oct 2019

- Prepared detailed legal memoranda, case reports, and strategic assessments for internal and client use.
- Represented clients before judicial authorities, including attending court sessions, submitting pleadings, and filing appeals against previous rulings.
- Delivered high-quality legal consultations to individuals and corporate clients across various legal disciplines.
- Drafted, reviewed, and negotiated a wide range of contracts to ensure legal accuracy, enforceability, and alignment with client interests.
- Monitored legislative and regulatory developments to maintain legal strategies aligned with current laws and reforms.
- Liaised with governmental authorities to complete legal formalities, file documentation, and advocate on behalf of clients when required.
- Led negotiations with prospective clients, assessing case merit and defining engagement terms.
- Presented legal findings and case updates to clients through structured reports and formal communications to foster transparency and informed decision-making.

Operations Supervisor (Hajj Season)

Adilla Company | 2012 - 2018

- Coordinated and supervised the movement and logistics of pilgrims across key Hajj sites to ensure adherence to the official Hajj schedule.
- Managed field teams and transportation providers to facilitate smooth pilgrim transfers and crowd control during peak times.
- Monitored real-time movement data and resolved operational issues promptly to minimize delays and ensure safety.
- Liaised with government agencies such as Ministry of Hajj, and Public Security to align operational procedures with regulatory guidelines.
- Oversaw the implementation of contingency plans during emergencies or route disruptions.
- Conducted post-movement evaluations to identify bottlenecks and recommend process improvements for future seasons.
- Ensured that all operations met safety, service quality, and compliance standards.

KEY COMPETENCIES

- HR Operations Management
- Saudi Labor Law Compliance
- Social Insurance Administration
- Visa & Residency Management
- Payroll Processing
- HR Policy Development
- Government Relations
- Contract Drafting
- Legal Documentation
- Labor Dispute Resolution
- HR Data Reporting
- Regulatory Inspections
- Government Portal Management
- Risk Mitigation
- Internal Audits
- Microsoft Office, ERP System

COURSES AND CERTIFICATIONS

- **Policies and Procedures in Human Resources** | Technical and Vocational Training Corporation | Jun 2025
- **Training and Development Department in Human Resources** | Technical and Vocational Training Corporation | May 2025
- **Human Resources Analytics** | Technical and Vocational Training Corporation | Apr 2025
- **Job Performance Management** | Technical and Vocational Training Corporation | Mar 2025
- **Payroll and Wages Accounting** | Technical and Vocational Training Corporation | Mar 2025
- **Recruitment Specialist Skills** | Technical and Vocational Training Corporation | Feb 2025
- **Applications of the Saudi Labor System in Human Resources Management** | Technical and Vocational Training Corporation | Jul 2024
- **Linking Usul-based Indications with Legal Systems** | Judicial Training Center | Mar 2023
- **Advanced Applications in Endowments and Inheritance** | Judicial Training Center | Feb 2023
- **Advanced Applications in Personal Status** | Judicial Training Center | Oct 2022
- **Jurisdiction** | Judicial Training Center | Jan 2022
- **Human Resource Management** | M3aarf | Sep 2021
- **Sources of Obligation for Non-Lawyers** | M3aarf | Sep 2021
- **International Commercial Arbitration** | M3aarf | Sep 2021
- **FIDIC Engineering Contracts** | M3aarf | Aug 2021

LICENCES

- **Certified Lawyer** | Ministry of Justice | ID: 443625

LANGUAGES

- **Arabic:** Native
- **English:** Intermediate

REFERENCES

- **Dr. Abdulaziz Alsuhaymi**

CEO - Founder | Fattin Law Firms and Legal Consultations

Email: Suhaymi1400@outlook.com

- **Ahmed Elbadry**

Deputy GM for administration & finance - source machinery company

Phone: +966568581541

Email: Ah_elbadry@hotmail.com