

AHMED HELAL

Saudi Arabia -Riyadh

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Professional Profile

My Name is Ahmed Helal, I have around 9 years' experience, and I'm an experienced professional with a strong background in Human Resources, Recruitment, Payroll Management, Document Controlling Administration, and Project Coordination. Over the past decade, I've worked across diverse industries, handling everything from talent acquisition, employee relations, HR operations, and compliance to project management and coordination.

EXPERIENCE

HR SUPERVISOR, EMAARALBADER CONTRACTING COMPANY (March 2022 TO present)

- Supervise daily HR operations including recruitment, onboarding, and personnel management.
- Manage employee files and ensure full compliance with labor regulations.
- Coordinate performance appraisal processes and provide analytical reports for management.
- Oversee payroll processing, attendance tracking, and benefits administration.
- Support employee development through training programs and workshops.
- Handle employee relations, conflict resolution, and disciplinary actions professionally.

HR Specialist , EMAARALBADER CONTRACTING COMPANY (DEC 2020 up to March 2022)

- Prepare employment contracts and manage end-of-service procedures.
- Monitor attendance, leaves, and HR documentation.
- Assist in implementing company HR policies and internal regulations.
- Provide HR support to employees and coordinate with departments for HR needs.
- Maintain employee attendance, leaves, and overtime records using HR systems or Excel.
- Handle employee medical insurance registration, renewal, and claims.
- Handle Mudad system for payroll compliance and wage protection (WPS).

- Follow up on Iqama renewals, exit/re-entry visas, and employee sponsorship transfers (for expats).
- Prepare job offers and employment contracts in both English and Arabic.
- Prepare monthly payroll data (attendance, deductions, allowances, overtime).
- Ensure salary payments comply with Mudad and WPS regulations.
- Coordinate with Finance for accurate and timely payroll processing.

HR COORDINATOR AL HAYAT INTERNATIONAL HOSPITAL (APR 2020 TO DEC 2020)

- Maintain and update employee files including contracts, ID copies, certificates, and disciplinary records
- Record and update employee data in HR systems or Excel sheets.
- Prepare monthly reports for lateness, absences, and overtime.
- Submit regular attendance reports to HR management.
- Coordinate interviews between applicants and department managers.
- Communicate with selected candidates and collect required hiring documents.

HR Recruiter, NAJM ALTAMIOZ AGENCY (NOV 2018 – MAR 2020)

- Collaborate with clients to understand job requirements, skills, and qualifications. Conduct job analysis to determine the necessary job descriptions and specifications
- Communicate and coordinate with overseas recruitment agencies in the Required countries
- Review and verify worker profiles (CVs, experience, documents, medical reports)
- Conduct initial screenings of candidates through phone or video interviews
- Ensure all candidates meet Saudi labor and embassy requirements before deployment.
- Handle contracts, job offers, and visa requests for domestic workers.
- Follow up on flight bookings, travel arrangements, and arrival schedules then Coordinate with clients to receive their candidates

HR Coordinator, AL TAWHEED STORES GROUP (FEB 2017 – SEP 2018)

- maintain and update employee records, including personal information, employment contracts, performance evaluations, and other relevant documentation.
- Submit regular attendance reports to HR management.
- Handle final settlements and clearance for resigned or terminated employees.

EXPERIENCE IN SAUDI GOVERNMENT DEPARTMENTS

I have sufficient experience to deal with the following government departments: Ministry of Human Resources – Qiwa – Muddad -Naql -"Tam -Absher-Muqem-Jawazat-Insurance companies - SAP -EtimadEtc.

EDUCATION

Bachelor of Arts , Sohag University (2009-2013)

Courses and Certificates

Ic3
English course
Customer services
Educational diploma
Diploma in management and behavior modification career
coaching skills in HR (Training)
Diversity and Inclusion for HR Professionals
English for Effective Business Communications
SAP Professional Fundamentals
Recruiting, Hiring, and Onboarding Employees
Preparing to Manage Human Resources

Technical Skills

- Skill in dealing with Office programs (Excel - Word - PowerPoint)
- Fluency in English (speaking, reading, writing, listening)
- Skills of operating office **إدارة** (computer - printer - card maker - time attendance machine)
- Scheduling skill
- **Aconex - SAP Ariba - ERP System (Odoo)**

Soft Skills

- Effective use of communication skills
- Crisis management and problem solving
- Effectively organize and manage time
- The ability to work alone and work in a team
- Idea Exchange and logical reasoning
- Public speaking

languages

Arabic : Native
English :Fluent

ACTIVITIES

After performing my job duties, I have enough time to do some activities, including:

- Learn new skills
- Playing sports
- Read more books
- Acquiring new skills that serve my work