

Mohannad Luay Alnimri

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Professional Summary

Human Resources fresh graduate with hands-on experience in HR operations at Care Medical. Skilled in handling employee violations, managing medical insurance processes, preparing HR documentation, and supporting daily HR administrative workflows. Strong organizational abilities, accuracy in data handling, and growing capability in HR systems. Seeking a full-time HR role to contribute to an effective and compliant work environment.

Work Experience

Al-Raya Medical – Riyadh, Saudi Arabia

Human Resources Trainee (Full-Time HR Operations Experience) August 2025 – Present

HR Violations Management

- Receiving and reviewing absence notifications from department managers.
- Preparing investigation forms and collecting employee justifications.
- Coordinating escalation with the HR Manager as needed.
- Issuing formal warnings and penalties according to the disciplinary matrix.
- Maintaining an organized Excel log for all violations.

Medical Insurance Operations

- Adding employees and dependents to the insurance system.
- Removing terminated employees and ensuring accurate updates.
- Archiving documents and coordinating with the insurance provider.
- Responding to employee inquiries regarding coverage.

HR Administrative Support

- Preparing employee documents such as experience certificates and internal memos.
- Updating employee files and maintaining accurate records.
- Assisting with onboarding, including document collection.
- Supporting contract preparation through Qiwa when required.

Education

Diploma in Human Resources Management – King Saud University, Riyadh

Skills

- HR Operations (violations, investigations, penalties, documentation)
- Medical Insurance (additions, deletions, updates, document handling)
- Systems: Qiwa basics, insurance portals, Microsoft Office

Languages

Arabic | English

Training & Courses

- Introduction to Human Resources Functions
- Overview of Strategic Planning for HR
- HR Planning
- HR Operations (Introductory)
- National Unified Employment Platform (Jadarah)
- Soft Skills and Art of Communication

Additional Information

- Fast learner, adaptable to HR systems
- High attention to detail and confidentiality in HR data