

SAAD MOHAMED NIMSHAH

Email: sdnmsht@gmail.com | Phone: 0544008384

Objective

A dedicated professional seeking to contribute effectively to organizational success through strong teamwork, responsibility, and optimal utilization of available resources.

Education

King Khalid University – Bachelor of Human Resource Management – 2017

Work Experience

Operations Officer – Indian Taste Restaurants (2018 – 2019)

Managed maintenance operations, procurement, labor supervision, warehouse and inventory control, employee attendance, government audits, and food safety compliance.

Project Officer – Al-Sabaan Contracting Company (2020 – 2022)

Oversaw maintenance operations, project staff, contracts, procurement processes, and government relations. Managed multiple projects and branches and progressed from coordination roles to project management.

HR Officer – Thabat Al-Muhaidib (2022 – Present)

Courses & Certifications

- English Language Course – 4 months
- Occupational Safety and Health (OSHA) – 30 Hours
- Computer Skills Course – 3 months
- Human Resources Management Course – 10 Hours
- Quality Management Systems Auditor – ISO 9001 (15 Hours)

Skills

Effective communication, adaptability, teamwork, professionalism, responsibility, problem-solving, project management, human resources administration, computer proficiency.

Personal Information

Date of Birth: 1995 | Marital Status: Single