

ABDULHADI GH Aidan Al RAKAH

HR Specialist in Human Resources Management, Saudi Regulations Compliance, and Government Platforms

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PROFESSIONAL SUMMARY

Experienced HR Specialist with a Diploma in Human Resources Management, highly skilled in optimizing attendance systems, performance tracking, and HR reporting to enhance organizational efficiency. Proven expertise in managing Saudi government platforms, including Qiwa, GOSI, Mudad, Muqem, and Ministry of Human Resources systems. Proficient in employment contracts, compliance procedures, and regulatory adherence. Committed to supporting employee retention, achieving operational excellence, ensuring regulatory compliance, and fostering a positive, motivating work environment.

PROFESSIONAL EXPERIENCE

HR Specialist – Al-Tashelat Marketing Company, Saudi Arabia | 2014 – 2025

- Oversaw daily HR operations while ensuring full compliance with company policies and procedures.
- Managed payroll processing, leave requests, and employee reporting with high accuracy and strict confidentiality.
- Handled government platforms including Qiwa, Mudad, Muqem, GOSI, and other relevant government portals.
- Utilized TIMS and SAP HR systems to organize employee data and monitor job performance.
- Improved attendance systems, reporting, and HR procedures, contributing to increased operational efficiency.
- Contributed to enhancing employee engagement and supporting retention initiatives to achieve a stable work environment.

HR Representative – Mohammed Al-Rashid Company (MARCO), Saudi Arabia | 2010 – 2012

- Managed end-to-end recruitment and selection processes to meet workforce requirements.
- Organized and maintained employee files, contracts, and HR documentation with precision and regularity.
- Monitored compliance with Saudi Labor Law and internal HR procedures.
- Supported daily HR operations and contributed to enhancing effective coordination between departments.

Executive Secretary – Al-Fanar Company, Saudi Arabia | 2007 – 2008

- Coordinated and scheduled executive meetings, daily appointments, and business agendas efficiently.
- Prepared and reviewed official correspondence, reports, and administrative documents.
- Supervised filing and archiving systems and managed confidential records.
- Supported office workflow and provided administrative assistance that contributed to increased productivity.

EDUCATION

Diploma in Human Resources Management | Abha Chamber, Saudi Arabia

High School Diploma

PROFESSIONAL CERTIFICATIONS

Certificate of Excellence in Human Resource Management (CEHRM)

SHRM-CP – LinkedIn Learning

TRAINING COURSES

- International Computer Driving License (ICDL)
- Human Resources Basics
- Saudi Labor Law
- Saudi Labor Culture
- Work Stress Management
- HR Fundamentals
- Modern HR Practices
- Executive Secretary Program
- English Conversation Skills
- Leadership Skills

TECHNICAL SKILLS

- Qiwa Platform Management
- Mudad Payroll System Administration
- Muqem Portal Management & Operations
- GOSI System Management
- Labor Law & Regulatory Compliance
- Preparation & Processing of Employment Contracts
- Work Permit & Residency Procedures
- Employee Data & Records Management
- HR Reporting & Analytics
- Management of Relevant Government Portals

SOFT SKILLS

- Effective Communication Skills
- Time Management and Prioritization
- Analytical Thinking and Problem-Solving
- Leadership and Team Motivation
- Decision-Making
- Adaptability Skills
- Conflict Management and Resolution
- Continuous Improvement
- Teamwork and Collaboration
- Confidentiality and Professional Ethics

LANGUAGES

Arabic, English