

HAMAD MOHAMMED AL-JABER

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SUMMARY

I am seeking an opportunity to join a professional team where I can apply my HR and legal expertise in risk management and organizational development. I aim to enhance my experience, acquire new skills, and maintain high efficiency and flexibility in performing tasks and overcoming challenges.

EDUCATION

Bachelor's Degree in Islamic Studies

- Imam Muhammad Ibn Saud University — 2018
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PROFESSIONAL EXPERIENCE

HR Supervisor — Aljaber Company

2020 – September 2025

- Managing HR platforms such as Mudad and Qiwa.
 - Conducting employee-related case studies and investigations.
 - Drafting, reviewing, and managing employment contracts.
 - Handling external communication with lawyers.
 - Implementing risk prevention strategies within the HR department.
 - Contributing to research and development activities to improve internal processes.
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SKILLS

- Time Management & Prioritization
 - Research Skills & Strong Commitment
 - Litigation Support & Contract Drafting
 - Effective Communication & Customer Service
 - Problem Solving & Decision Making
 - Analytical & Critical Thinking
 - Negotiation & Persuasion
 - Ability to Work Individually and in Teams
 - Continuous Improvement
 - Strong Written & Verbal Communication Skills
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COURSES

- Sharia Pleadings System (Institute of Public Administration)
- Labor Law
- Contract Drafting
- Investigation
- Legal Drafting