

Shooq Abdullh Almuhsni

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Riyadh, Saudi Arabia

Professional Summary

Human Resources Specialist with over two years of experience in supervising and managing HR operations efficiently. Proficient in preparing employment contracts, managing social insurance processes, payroll administration, and organizing employee records with accuracy and professionalism. Possesses strong expertise in internal HR procedures, problem-solving, and process improvement to enhance work efficiency and quality. Experienced in working with government platforms, with strong organizational skills that ensure smooth and continuous workflow

Education

(2023) Diploma in Human Resources Management

Duration: Two and a Half Years

Experience

-HR Operations Specialist – Company for Special Needs Care

June 5, 2024 – Present

Manage HR operations including employee records, payroll processing, and HR procedures

Handle social insurance processes and government platforms efficiently

Solve HR-related issues and improve internal processes to ensure smooth workflow

-HR Assistant (Internship) – Company Supporting Startups

June 18, 2023 – September 18, 2023

Assisted in preparing employment contracts and maintaining employee records

Supported HR team in payroll processing and general administrative tasks

Gained hands-on experience with HR operations and procedures

-Volunteer – Al-Ruwad Private School

Assisted in school administration and student activities

Supported staff with organizational and administrative tasks

Skills & Responsibilities

Supervise and manage all HR operations efficiently

Prepare, update, and manage employment contracts and employee records

Handle payroll processing, social insurance, and employee services (residence renewals, transfers, ID cards)

Oversee onboarding, HR policies, and compliance with government platforms (Salamah, Balady)

Draft official letters, administrative correspondence, and internal decisions

Ensure accuracy and annual verification of company and employee records

Skills

Proficient in Microsoft Excel and Word

Excellent communication skills

Strong organizational and time management abilities

Knowledge of HR management, procedures, and police



Professional Development & HR Courses

Completed comprehensive HR training covering recruitment, payroll, performance management, and HR policies

Gained practical knowledge in employee relations, labor law, and compliance with government platforms

Enhanced skills in digital HR tools, data management, and professional office software (Excel & Word)

Developed strong understanding of workplace health, safety, and organizational processes