

Profile Summary

Advanced public administration and management and HR experience focused on executing business needs. knowledge in planning, managing, computer tools, and Microsoft Excel.

Education

Master of Arts in Public Administration: Human Resources Management **May 2022**
Clark Atlanta University, Atlanta, GA

Bachelor of Science in Management Information Systems **Aug 2019**
King Abdulaziz University, Jeddah, Saudi Arabia

Career Experience

Medtronic, Riyadh, Saudi Arabia **Nov 2017 – Aug 2019**
Associate Personnel Admin Specialist

Partners with Human Resources Manager and Employees to administer personnel initiatives within the following areas: Transfer 60 expatriates from Covidien to Medtronic, workplace laws and regulations, GOSI, workforce planning (Nitaqat Program), employee relations and policies/legal requirements. Delivered administrative assistance to the department's Director/ higher-level administrator. Oversaw several administrative tasks, such as answering employees queries. Executed skills in implementing independent judgments regarding job planning, organization, and scheduling. Delivered clerical support to HR and assisted in multiple operations, such as payroll processing, employee inquiries, processing issues, preparing job offers and job descriptions for all employees. Gained skills in terms of managing various ministries, including Ministry of Labor, Passports Department, General Organization for Social Insurance, Municipality, Ministry of Commerce, Ministry of Investment, and Chamber of Commerce.

- Archived all employees documents in the shared folder.
- Responsible for planning and applying for work visas by evaluating the nationalities, manage, coordinate the visa application as per different embassies requirements in each country.
- Apply and ensure that Iqama (work permit) is issued. Manage the renewal process.
- Facilitate all of the above for employee's family members.
- Manage re-entry and exit visa for all employees going on business trips from Saudi Arabia.
- Manage renewal of certificates of Saudisation, GOSI, Municipality licences and Labor office.
- Manage Nitaqat program for the Company and provide proactive solutions whenever there is a challenge for Saudisation
- Maintain up to date records of all GOSI and MOL IDs.
- Manage end to end execution of Muqem Services for expatriates.
- Issue employment letters and other statutory letters to employees required for banking, loan and visa related transactions.

Medtronic, Riyadh, Saudi Arabia **Apr 2016 – Nov 2017** **Government Relations Specialist**

Establish Medtronic Saudi Arabia in the kingdom from scratch and ensure all the documents that are issued from Medtronic is complied with the government rules and serving 300+ employees in all branches.

- Responsible for attesting all company letters from the chamber of commerce, foreign affairs ministry.
- Responsible for issuing Iqamas (work permit) for all expatriates and Manage the renewal process as well as re issue the new iqamas.
- Responsible for transferring the joiners to Medtronic.
- Educate and guide the employees for all the governments' process.
- Manage the re-entry and exit visa for all employees going on business trips from Saudi Arabia.
- Maintain good relationship and contacts with Ministry of Labor, passport department, GOSI and ministry of commerce.
- Manage the renewal of certificates of Saudisation, GOSI and Labor office.
- Manage the Nitaqat program for the Company and provide proactive solutions whenever there is a challenge for Saudisation
- Maintain up to date records of passport, IDs for all employees.
- Manage the end-to-end execution of Muqem Services for foreign nationals.
- Responsible for all services in passport department for non-Saudis related to business.

Senior Government Relations Specialist

- Responsible for visa processing and submitting visa applications to immigration and labour offices for the following: KSA employment visa, renewal / transfer visa, visit visa and foreign visa required for business travel after ensuring proper documentation.
- Provide assistance to employee regarding each category of visa details, their procedures and required documents.
- Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service.
- Renew, update and maintain the CR licenses and other government certificates of all company's legal entities to ensure that the documents are up-to-date.
- Renew and maintain all company's leases before its expiry, which includes offices, company apartments.
- Maintain the list of all employees along with their visas details and renewable of visa and properly communicate the renewable of visa before its expiration.
- Guide and assist employees in renewing visas for their immediate dependents and provide them necessary information regarding visa details and requirement of documents.
- Arrange processing attestation of employee qualifications as required
- Accurate preparation of documents according to the requirement of the legal authorities
- Maintain confidentiality and security of company and employee documents at all times
- Provide continuous advice in regards to the new rules in the governmental departments.
- Provide continuous update in regards to the developing the visa process and facilitating with the governmental departments

Abdulrehman Algosaibi G.T.C, Riyadh, Saudi Arabia

Sep 2005 - Jul 2007 Customer Service

In this role provide excellent customer service by providing on-time delivery and accurate responses to customer queries. To support the external sales team with specific customer account information. Networking and communication with customers, and agents. Review customer inquiries and orders. Assist Finance in resolving payment issues in case of product discrepancies.

Honors & Awards

Exceptional Performance | Awards Performance 2011, 2012, 2013 and 2015 – Gulf Medical Co Ltd, Riyadh, Saudi Arabia

Languages

Arabic: Native | **English:** Professional