

# MOHAMMED R. ALMATROOD

## Experiences

- Work as a Human Resource & Admin Specialist in Titanium and Steel Manufacturing Co.

Period : July 2019 To July 2020

## Educational Background

- Diploma in Human Resource Management, Institute of Public Administration (IPA), Dammam, KSA.

➤ GPA: 4.8 out of 5

➤ 02-2017 –to 12-2018

## Courses and Training

- Cooperative Training in Royal Commission, jubail, KSA .

➤ 11-2018 – to 12-2018

➤ English courses, Youngstown, USA

➤ 05-2015 –to 04-2016

## Skills

- Microsoft Office
- Teamwork
- the ability to work under pressure
- Time Management
- Fast learner

## Activities

- Payroll system processes.
- Medical insurance policy (addition, deletion, calms, upgrade).
- Create & develop employee's job description.
- End of service calculation and procedure.
- Handling GOSI activities such as add & delete employees, prepare GOSI invoice, Register a work injury, salary adjustment and others.
- Experience in Muqem, Tamm and other government website.

- Performing files audits to ensure that all required employee documentation is collected and maintained.
- Responsible of monitoring and reporting the attendance system.
- Monitoring HR personnel services.
- Awareness of Saudi Labor Law.
- Prepare travel ticket for the employee whether it's for vacation or businessstrip.
- Preparing job descriptions, posting ads and managing the hiring process.

## Languages

- Arabic native language
- English excellent (speaking, reading, writing)