

# Najeeb Mohammad Al-Mokinah

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## Job Objective

Resourceful individual with experience in a human resource unit. Seeking a human resource position to employ thorough knowledge of human resource information system for effective management of government's relations and payroll.

## Profile Summary

- A dynamic professional with more than 11 years of experience in Project Administration and HR Coordinators, Recruitment and MIS Reporting.
- Functional expertise in handling the government relations with Ministry of Labour, Ministry of Commerce, Gosi, Modon & Ministry of Industrial.
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities, possess a flexible & detail-oriented attitude

## Organisational Experience

**Jan'2014 – Present**

**Gulf Riyadh Co. Ltd., Al-Khobar, Saudi Arabia, as HR Coordinator**

The company is an EPC in establishment of Pipeline Construction for ARAMCO Sales Gas projects, Actuator Replacement contract with SWCC, Authorised representative of Inmatec & Ingersoll Rand and Piping Bulk Trader for ARAMCO.

### Role:

- Inclusion of all new employees in the General Organization for Social Insurance.
- Preparation of updated Manpower Report to the Management.
- Preparation of Contracts for newly hired employees.
- Preparation of Letters to Government Organizations & Customers.
- Negotiation & finalizing the salary for new recruits.
- Responsible for recruiting new employees.
- Renewal of Company CR.
- Worked as prime contact for getting prime & finale license from Modon to acquire land for new facility.
- Prepared general letter to employees.

**Jan'2010 – Dec' 2013**

**Metals Services for Trading and Contracting Company as Project Administrator**

### Role:

- Preparation on Personnel Salary certificates
- Keeping records for Saudi personnel Bank Accounts
- Accounting of Personnel Salaries Deduction
- Co-ordinate with ARAMCO to arrange Safety Orientation for Co. Personnel.
- Preparation & Updating of Saudi Personnel Time Sheets, Leave Reports.
- Keeping records of Saudi Personnel inventory records.
- Preparation of Weekly & Monthly Saudization Reports.
- Follow ups on preparing Saudi Aramco access for Personnel & Vehicles.
- Making introduction & job training about site work to the Saudi Personnel at work place.
- Co-ordinate between with Saudis and Management reg. project works.
- Preparation of Personnel Evaluation.

## IT Skills

Well versed with:

- MS Office – 2016
- Graphics Design using Adobe Photoshop.
- Programming with Java.
- Web applications programming using JSP.
- Web applications programming using PHP

## Education

- Diploma of Computer Science from Collage of Technology, Al Ahsa, Saudi Arabia.

## Personal Details

Date of Birth:	4 April' 1990
Present Location:	Dammam, Saudi Arabia
Permanent Address:	
Language known:	Arabic & English
Location Preference:	Dammam, Khobar & Jubail