

Brief CV : Mohammad Al-Tahir Al-Maghrabe

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OBJECTIVE

Seeking for a job in a growth oriented organization, where my expertise and abilities are utilized for the benefit of the employer.

PROFIL

- Extensive knowledge of Personnel Affairs and Human Resources Management.
- Using MS-Office (Excel, Word) / Good Organizational skills.
- Good communication and interpersonal skills.
- Ability to work under stressful conditions; independently and in a team.

PROFESSIONAL EXPERIENCES :

Cargo City, Al Madinah Al-Munawarah, Saudi Arabia  **2016 - 2021**

Designation: Managing Director of Administration. / HR Consultant. (Management)

Managing Director of Administration:

- Direct and control commercial operations in Madinah and Jeddah Branches.
- Giving strategic advice to ensure that the company can achieve the goals.
- Create monthly report on business efficiency (i.e. monitoring revenue & expenses).
- Communicate with internal freight companies. *And other tasks.*

HR Consultant:

- Manage resources, including attracting and hiring of employees.
- Advising management on Human Resources plans and processes. *And other tasks*

Inteshaar Business Trading Co., Al Khobar, Saudi Arabia  **2016 - 2017**

Designation: Key Account Manager (KAM), Sales & Marketing Dept.

- Establish and develop the relationship between major key clients and the company.
- Provide account coaching for sales people. *And other tasks.*

Al Gosaibi Hotel, Al Khobar, Saudi Arabia  **2014-2016**

Designation: Office Manager Executive Consultant. / Executive Management

- Advise the administrative procedures in terms of employment and promotion.
- Propose solutions for issues related to conduct of work. *And other tasks.*

Ahmmad Hamad Al Gosaibi Company (Pepsi), Al-Khobar, Saudi Arabia  **1996-2014**

Designation: Director of Employment and Archive Dept. (HR Department)

- Supporting the Saudization program, Hiring Saudi and others.
- Conduct administrative investigations to take disciplinary action or dismiss the employee according to the policy of Ministry of HR.
- Investigations for cases of manipulation and embezzlement of invoices.
- Working with SCALA Software of HR Dept. *And other tasks*

Prince Mishaal Bin Abdul-Aziz Al Saud Property Office, Al-Khobar, Saudi Arabia



(5 years)

Designation :

Administrative Employee at the Property Office, then The Administrative officer for Al-Shola Tourist Village. (*Management*).

- Monitor shops and follow up their movement of leasing contracts, maintenance and provide suggestions about it.
- Participation with supervision of the final work in the village with the Engineering Staff during preparation for opening.
- Follow up dwellers, supervision of renting chalets and provide their own services. (150 chalets) . *And other tasks*.

Steel Products Factory (Stepro), Dammam, Saudi Arabia



1993-1996

Designation: Employment Manager. (*HR Department*)

- Participate in supporting the work performance of employees.
- Overseeing employment processes to appoint employees according to their educational certificates and experiences. *And other tasks*

Saudi Bin Laden Group, Al-Medina, Saudi Arabia



1991-1993

Designation: Administrative Employee.(*Personnel affairs & Projects Follow up Department*)

- Maintain eligible candidate lists; provide names of those candidates to department representatives upon appropriately approved requests.
- Maintain personnel records ensuring timely and accurate records. *And other tasks*.

Fouz Chemical Company, Dammam, Saudi Arabia



1988-1991

Designation: Translator (*Management*)

- Preparing summaries in Arabic and English language for more than one hundred different types of industrial chemicals.
- Facilitate communication for people with limited English language proficiency. *And other tasks*

Al-Tahzeeb School, Al-Madinah Al-Munawarah, Saudi Arabia



1979-1988

Designation: Assistant Principal. (*Administrative Affairs*). (*Management*)

- Assist the principal in the overall administrative affairs; interpret and enforce school policies and regulations, also Planning and implementing a professional development/growth program for teachers and staff. *And other tasks*.
- Meeting and conferring with teachers, Administrators staff, parents and students, maintaining records and files. *And other tasks*.

Education : King Abdul-Aziz University, Al-Madinah, Saudi Arabia

Bachelor's degree in English Language, 1988 GPA very good (3.3/5)

TRAINING COURSES

- Introduction to FoxPro Programming, 1995
- Microsoft Office (Word and Excel) Software, 1994
- English Language Course, 1979
- Typewriter Arabic/English (Touch Method), with excellent typing speed 1977