



Mujtaba M. Almashiqari

I am looking forward for an organization that offers a challenging and stimulating environment and provide scope for individual development and career growth.

 Eastern Province, KSA

 + 966 561644911

 mmam322@hotmail.com

Work Experience

HR Manager

October 2020 – October 2021

Alzad Altazaj Company

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed

Organizational Development Supervisor
June 2020 – October 2020

Adyaf Gulf Co. Ltd

- Contribute to the establishment and implementation of corporate organizational development programs, policies, and procedures, as well as suggest enhancements to existing programs in order to achieve the vision and overall goals of the company.
- Participate in manpower planning, recruitment, selection and hiring.
- Collaborate with other department heads to standardize all job descriptions and duties.
- Oversee and direct the development and retention of Human capital by preparing employees for their assignments through proper orientation and training programs.
- Develop and implement onboarding programs that lead to effective integration of new employees and familiarization with company policies and systems.
- Facilitate the implementation of performance evaluation and appraisal management system and KPI reporting and collect recommendations and comments from managers.
- Assist in conducting career path development, succession planning and exit interviews.
- Enforce HR policies, procedures and standards; and maintain full regulatory compliance.
- Provide coaching and counseling, directly contribute to the wellbeing of all employees by assisting in maintaining a safe and respectful work environment.
- Develop initiatives that lead to sustainable and enhanced employee engagement.

HR Manager
December 2018 – July 2020

Toba Insurance Company

- Planning, organizing, and controlling the activities and actions of the HR department.
- Contributing to the development of HR department goals, objectives, and systems.
- Developing and administering human resources plans and procedures that relate to company personnel.
- Developing, analyzing and updating the company's evaluation program.
- Recommending new policies, approaches, and procedure.
- Implementing and revising a company's compensation program.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

Photographer

CPSA Club, Saginaw Valley State University

June 2012 – Dec 2012

- Took photos of the events at the university to properly document and highlight the values of the association

Vice President

Saudi Club, Saginaw Valley State University

Jan 2011 – Dec 2011

- Served the needs of 500 Saudi students by coming up with solutions to specific problems through collaboration, ensuring the club's absolute satisfaction.
- Planned and executed meetings besides organizing social and cultural events