
HR BUSINESS PARTNER

Name: MUSTAFA AHMED AL AJMI

Nationality: Saudi Arabian

Date of Birth: Feb 05, 1975

GENERAL INFORMATION

Private Email Address: Must221@outlook.com

Country Point of Origin: Dammam, Saudi Arabia (Flexible to relocate)

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EXPERIENCE STATEMENT

Driven Human Resources and Employees Relation with nearly 15+ years of cross-functional expertise in operations, administration, and HR management. Solid business acumen, management reporting, and problem-solving skills, Advances employee-oriented programs emphasizing customer service, teamwork, and best in class performance. Talent for aligning business strategy with corporate culture recruits and develops top talent creates and streamlines programs / processes resulting in increased efficiency and productivity.

Current to Previous:

Employer Name: SNC-LAVALIN ARABIA LLC.

From: July 23, 2011

To: May 21, 2020

Location: Al Khobar, Kingdom of Saudi Arabia

Position Held & Duties: HR Business Partner

Essential Duties and Responsibilities:

- Consult with line management and provide daily HR guidance
- Analyze trends and metrics with the HR department
- Resolve complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Provide HR policy guidance
- Monitor and report on workforce and succession planning

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- Identify training needs for teams and individuals
- Support the development, and drive the achievement of the annual strategy taking into account business priorities and the HR strategy
- Diagnose and deliver full talent interventions (quality, diversity and depth) against business needs
- Succession plans determined and delivered, accountable for final resourcing decisions down to agreed levels, embedding core processes.
- Define, communicate and put into effect specific capability requirements for business units
- Deliver change programmes – deliver continuous organizational and productivity improvements
- Measure organizational health and lead appropriate employee engagement and reward and recognition strategies
- Leverages internal and external best practice to ensure competitiveness of reward strategy
- Diagnose and deliver reward and recognition interventions to drive business performance
- Responsible for the compensation & benefits policy-making, pension schemes and social relations
- Responding in a timely manner to all employee requests
- Iqama Transfer (Checking Iqama professions for validity of sponsorship transfer)
- Administration of all expatriate associated employment contract elements ie. visas and medical insurance
- Maintaining records for social, medical, life, and/or other coverage for eligible employees and family members
- Coordination of employee enrolment in the company benefits program with external providers through acting as a liaison between both parties
- Conducting orientation sessions for all new employees
- Provide support and guidance to various teams on immigration practices and processes
- Follow up exit and re-entry and Iqama expiration
- Monitor the visa tracker, Saudization percentage in Nitaqat
- Processing letters and documents of degrees attestation
- Contracts and supporting letters for new visa stamping
- Contract attestation (CC & MOFA)

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- E-Wakala (using credit card for payment through Injaz system, then attesting it through chamber of commerce)
- Coordination between Talent Acquisition team and Shared Services teams in Dubai and Bangalore
- Coordination with agents, embassies in emergency situations
- Support with medical insurance renewal including but not limited to verification of census data, liaising with brokers etc
- Adding new employee and employee's deletion in GOSI
- Issuing GOSI Certificates
- Update of annual wages in GOSI
- Keep track of incoming mail from GOSI and notes
- Saudization Certificate (open MOL, issue the certificate, this is based on company Saudization level)
- Uploading monthly wages Protection File
- Follow-up staff movement in MOL system
- Match employees' disclosure with company records.
- Maintain COC Balance (chamber of commerce)

Employer Name: SUNSET BEACH ESTATE

From: June 2002

To: July 2011

Location: Al Khobar, Kingdom of Saudi Arabia

Position Held & Duties: Membership and Logistic Coordinator

Essential Duties and Responsibilities:

- Responsible for maintaining a record of all outstanding purchase orders with external vendors.
- Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
- Expedites all critical orders with local subcontract vendors.
- Reviews expediting schedules on all customer orders.

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- Obtains and forwards information to planning and sales teams.
- Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
- Reviews freight rates: air, courier, and land.
Liaises with custom brokers for updated reporting procedures and valuations.
- Responsibilities in Cargo Service
- Approving time sheets for delivery,
- Signing payment vouchers
- Monitoring cargo movement through the tracking system
- Issuing fuel cards to drivers
- Developing new duty rosters for drivers
- Scheduling maintenance charts for all vehicles
- Radio communication with control room to report progress
- Fitting defective parts of vehicles
- Writing difficulty reports on all vehicles
- Scheduling repairs and test drives for vehicles
- Handling inventory
- Delivery of vehicles

EDUCATION

Educational Attainment: Diploma in Marketing

Name of School: Commercial Secondary institute

Year of Graduation :1997

WORK HISTORY

Years of experience: 15+

Years of work in KSA: 15+

Years of experience in Saudi Aramco work: 02

SOFTWARE SKILLS:

- Microsoft Office Applications (Word, Excel, PowerPoint, Outlook) and Internet.