

MOHAMMEDSHAKEEL

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Seeking for a challenging position in a dynamic organization, which can utilize my potential skills to its full extent within international business community where in background and abilities are effectively utilized for mutual benefit within time constraint in a professional way.

CORE SKILLS

- HRIMS
- Microsoft Office applications.
- Strong Administration skills
- Recruitment and selection
- Teamwork
- Performance review
- New-hire paperwork

ACHIEVEMENTS

- 100% compliance in HRIMS about staffs encoding.
- 100% compliance in full and final and staff settlements clearance.
- Serve better of staff year wise report (Bahrain) and got an appreciation of Bahrain Management.

EXPERIENCE

JUN 2021-PRESENT

HR OFFICER, JAZIRAT S'MAA FASHION CO LTD, KSA (REDTAG)

- Overall handling all the HR and admin part in Jazirat Smaa fashion Co with multiple brands in KSA. The brands are Redtag, Twenty-4, Savers,
- Smooth coordination about HR and Admin process and activities with all regions of Saudi Arabia and head office in Dubai.

Job Responsibilities:

- Overall, In-charge of Administrative Service and HR responsibilities.
- Maintaining filling system, preparing reports for the management.
- Experience with HR software-HRIMS.
- Sound knowledge of labor laws and practices.
- Assign new employees (Arrange Air Tickets from Overseas and follow up with agencies).
- Arranging transportation, accommodation, Hotel reservation & bus tickets & Domestic tickets to the employees as well as follow up with company representatives during their arrival/departure.
- Prepare HR documents, like employment contracts and new hire guides.
- Keeping a track of **IQAMA** renewal & Passport for employees Record.
- Answer employees' queries about Admin-related issues.
- Arrange to send travel Documents, Passport & Air tickets of Vacation and exit employees to various region-KSA.
- Organizing employee's (Exit Re Entry and Final exit Visa) through **Muqem** Portal.
- Employees transfer (locally, internal) and Profession change through Qiwa Online Portal.

- Ticket booking for GM, BH, RM, and other associates (Domestic and international) for business travel As well As Hotel Reservation.
- Monthly Report of Ticket Encashment of employee submitting to Payroll.
- Monthly Report ECS (Expanse Control Sheet) submitting to Finance.
- Weekly validate invoices and submitting to finance for payment.
- Preparing Monthly report of MUDAD and sending to payroll to upload in Mudad system.
- Coordination with medical health insurance company.
- Coordinate with Admin Officer/HRC, time keeper regarding employee movement by email/phone.
- Arranging Dubai Business visit visa for Associates (Business purpose).
- Arranging Business visit visa (Business purpose) as per Head office request (Single/Multiple).
- Taking care of office stationery, pantry and office petty cash.
- Arranging company attestation (MUFA, COC) online and offline.
- Store visit every month.
- Strong phone, email and in-person communication skills.
- Excellent organizational, negotiation and business relationship skills.
- Manage time & task under high pressure.
- Taking care of day-to-day issues assigned by Manager.
- Good typing skill **50** wpm per minute. (**English & Arabic**).

JAN 2011 – MAY 2021

HR ADMINISTRATOR, HASSAN MOHAMED JAWAD & PARTNERS CO, KSA

- Overall handling all the HR and admin part in Jawad business group with multiple bards in KSA. The brands are Costa Coffee, Papa John's Pizza, Pumpkin Patch, The White Company, Lakeland, J-sports, New Balance, and The Great Kabab Factory-Restaurant.
- Smooth coordination about HR and Admin process and activities with all regions of Saudi Arabia and head office in Bahrain and GCC Country.

Job Responsibilities:

- Overall, In-charge of Administrative Service and Admin responsibilities.
- Maintaining filling system-New and existing employee.
- Assign new employees including all Manpower (Arrange Air Tickets from Overseas and follow upwith agencies).
- Keeping a track of **IQAMA** renewal & Passport for employees Record.
- Follow-up with Manpower employee's medical status before moving employees to the store).
- Organizing employee's (Exit Re Entry and Final exit Visa) through **Muqem** Portal.
- Coordination with Manpower Agencies. (Validate monthly invoice and send to account forprocess the payment).
- Follow up with Region officer for manpower staff time sheet and process payroll.
- Follow-ups for employee's vacation/ exit settlement advice not issued and sending reminders.
- Responsible for updating Duty Resumption assignment of employees come back from vacationand those leaving for vacation.
- Keeping a track of utility bills and if any new telephone required, DSL etc.
- Arranging Baladiya health cards (New & Renewal) ensure that it will be renewed on time.
- Coordination with Rent a car company. (Validate monthly invoice and send to account forprocess the payment)
- Issue the warning letter/ termination letter after conduct investigation.
- Coordinate with GRO for Gosi validate and payment.

JAN 2010 – DEC 2010

ADMIN COORDINATOR, AL-YOUM NEWS PAPER, KSA

- Maintain physical and digital employee records.
- Address employees' and clients' queries (via email, phone or in-person). Prepare presentations, spreadsheets and reports.
- Process report on office expenses manage and order office supplies.

MAR 2007 – DEC 2009

SECRETARY/PURCHASING, RAWAF TRADING & CONT EST, KSA

- Answering calls, taking messages and handling correspondence emails.
- Maintaining diaries and arranging appointments (producing agendas and taking minutes). Typing, preparing and collating reports.

JAN 2006 – DEC 2006

SALES COORDINATOR, DECCAN MEDICAL EQUIPMENT CO. INDIA

- The efficient utilization of space and mechanical handling equipment.
- Responding to and dealing with customer communication by email and telephone.
- Keeping stock control system up to date ensuring inventory accuracy

EDUCATION

SECONDARY SCHOOL CERTIFICATE, ANDHRA PRADESH, INDIA

GOVT BOARD OF INTERMEDIATE, ANDHRA PRADESH, INDIA.

BACHELOR OF SCIENCE (B.SC.), KAKATIYA UNIVERSITY, ANDHRA PRADESH, INDIA

DIPLOMA IN COMPUTER APPLICATIONS AND COMPUTER HARDWAR, GLOBAL INFOTECH HYDERABAD ANDHRA PRADESH. INDIA.

PERSONAL INFORMATIONS

Date of Birth	:	July 1 st 1985
Religion	:	Islam
Nationality	:	Indian
Marital Status	:	Married
Iqama Status	:	Transferable
Driving license	:	Valid (Saudi Arabia)
Languages Known	:	English, Arabic, and Urdu (Read & Write, and Speak).
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DECLARATION

All information in this resume is true and correct to the best of my knowledge and belief. I hereby declare that all the above information is correct and accurate. I declare that all the information furnished in this document is free of errors to the best of my knowledge

Sincerely,
Mohammed Shakeel