

# Mohammed Baamir

## HR Operations Manager.

Strong experience in HR management with over 10 years of experience in human resources. excellent reputation for leadership and improving customer satisfaction and strong knowledge of MOL regulations.



### Contact:

#### Address

Saudi Arabia

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### Work History

#### Human Resources Operations Manager

2022, Nov- Present.



*AL Jeri Transportation Company, Riyadh.*

- Ensures smooth procedures and supervises the HR department's day-to-day administrative tasks.
- Implementing new HR policies, improving employee relations.
- Execute updated organizational strategies and policies.
- Establish clear objectives for the human resources department and effectively monitor their progress based on smart metrics.
- Supervise internal HR workflows and all work related to databases.
- Lead and educate managers and junior staff about important HR procedures and SOPs.
- Conducts weekly meetings with respective business units.
- Analyses trends and metrics in partnership with the HR group to develop solutions, programs and policies.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- lead the HR department's recruiting strategy and oversee all important details of the hiring procedures.
- Manage the talent acquisition and recruitment processes, including on boarding, creating learning and development initiatives, and off boarding.

- Define operational targets and goals for the HR department that are in line with the company's overall business strategy.
- Supervise day-to-day HR operations and measure performance against defined KPIs.

## **Human Resources Operations Assistant Manager**

**2016, Dec- 2022, Oct**

*Basamh Trading Company, Jeddah.*



- Manage employment contract.
- Manage government relationship (iqama renewal, visa, documenting employment contracts).
- Manage and organize HR team around the kingdom In all matters related to HR management.
- Manage the medical insurance file and medical insurance survey.
- Concluding deal agreements between the company, hotels, tour companies and airlines to serve the employees.
- Application of the computer system with the help of technical support staff for all work methods and procedures from automation of all HR operations procedures.
- Conclude agreements dealing with car companies and follow-up.
- Manage the employees' files.
- Investigating administrative violations and issuing sanctions.
- Follow up the complaints of employees and deal with them and find a solution.
- Services levels of agreement SLA.
- Setting goals key performance indicators for performance evaluation.
- HRDF file.
- Manage payroll with accounting department.
- Onboarding process.
- Manage employees business trip and vacation file.
- *Manage resignations and optimization plane based on company requirement.*

## **Human Resource Services Representative**

**2014, Dec-2016, Nov**

*Basamh Trading Company, Jeddah*

- Work in employees' requirements.
- Reservation for vacation and business trip.
- Issue the vehicles authorization.
- Enter the staff information in the system.
- Issue the employees letter.
- Archive employees' file.
- Renewal employee iqama.
- Prepare employee contract.

## **Customer Account Supervisor**

**2013, Oct-2014, Jan**

*Basamh Trading Company, Jeddah*

- Flow up the work team to completion of their functional tasks.

- Prepare the customers sales incentive monthly.
- Prepare incentive for sales representatives.

### **Employee of Accounting Department**

**2006, Nov-2013, Sep**

*Basamh Trading Company, Jeddah*

- Receive and review customer invoices.
- Monitor the chronological age of customers.
- Check customers' balance.



## **Education**

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### **Bachelor of Science: Human Resources Management**

*King Abdulaziz University - Jeddah*



## **Certifications**

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<b>2020-12</b>	Certification Of Excellence in Performance.
<b>2019-12</b>	CEO Award in Digital Transformation.
<b>2019-12</b>	Certificate of recognition as best achievement award.
<b>2018-12</b>	Certificate of Recognition As Best achievement award.
<b>2018-03</b>	A course in Administrative Investigation.
<b>2017-08</b>	A course in Saudi labour law & social.
<b>2016-09</b>	A course in the Development of English language in New Zealand.
<b>2015-03</b>	A course in Developing he Skills of Human Resources Specialist - Advanced Level.
<b>2015-03</b>	A course in Developing the Skills of a Human Resources Specialist - A Beginner Level.



**Languages:** Arabic, English.