

Mohammed Al- Awbathani

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Dammam, Saudi Arabia

SUMMARY

Dedicated HR Officer with a strong background in data analysis using Excel, adept at generating actionable insights to improve HR processes. Committed to enhancing productivity by effectively managing tasks, optimizing schedules, and streamlining HR operations with a focus on optimizing organizational efficiency and productivity.

EDUCATION

Damam Community College | Saudi Arabia | 2022
Diploma Degree in Human Resource Management

EXPERIENCE

Human Resource Officer | Dammam | 2025
Shariq Professional Lab, Human Resource Management

- Streamlined operational workflows, enhancing administrative efficiency and staff scheduling.
- Worked on government websites, including Mugeem, and issued official letters and experience certifications, which streamlined administrative processes.
- Efficiently registered and updated employee data, ensuring record accuracy and facilitating administrative processes.
- Successfully issued and submitted applications for new and renewed residency permits for expatriate employees.
- Effectively managed the transfer procedures for employee sponsorships, ensuring smooth job transition both to and from the organization.
- Issued exit and re-entry visas for employees promptly, facilitating their travel and return without delays.

Internship - Human Resource Officer | Dammam | Apr/ 2022 – Sep/2022

Salem Balhamer Ho;ding Company

- Managed government HR platforms such as Qiwa, Madad, ensuring compliance and efficient processing.
- Prepared and managed official documents and administrative communications, maintaining accuracy and professionalism.
- Handled administrative tasks and coordinated documents using Microsoft Excel and Word.

OTHER

- Courses and Certifications
 - Government Procedures in HR Operations | Al-Aqmar Training Institute | 2025
 - Training on data analysis skills using Excel | Emdad Al-Maarifa Training Center | 2024
 - HR Management | Technical Vocational Training Corporation | 2023
 - Administrative Assistant | Technical Vocational Training Corporation | 2023
- Hard skills
 - Ability to create and analyze data using dynamic tables in Excel.
 - Proficiency in Microsoft Office Programs.
 - Government Platform Proficiency.
 - HRIS Management.
- Soft skills
 - Effective communication.
 - Effective team collaboration.
 - Problem solving.
 - Time Management.
 - Attention to Detail.
- Languages
 - Arabic.
 - English.