

Bader Faisal Al Mughairi

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OBJECTIVE:

I like to take initiative and seeking out a new challenge. I seek to help the organization advance efficiently and productivity and to apply the experience and skills acquired within a competitive work environment that enhances my ability to progress.

EDUCATION



2019 *Bachelor Degree in Business Administration, SHAQRA UNIVERSITY*

EXPERIENCE



May 2022 – Present, **Talent Acquisition Specialist,, Middle East Factory**
Full Time

Key Responsibilities

- *Source potential candidates from various hiring portals, social media, and other professional platforms.*
- *Advertise job openings on company's careers page, social media, job boards and internally. This includes job posting optimization, sourcing channel development, job board procurement, digital and non-digital employment marketing.*
- *Collaborate with managers to identify future hiring needs.*
- *Identify future talent needs and proactively source and recruit) External (or develop talent pool) Internal.*
- *Ensure achievement of the recruitment targets for the Concept as per the approved manpower budget*
- *Analyze hiring results, metrics and trends and based on data, make appropriate recommendations to enhance the recruiting process.*
- *Develop and maintain relationships with third party recruitment agencies and staffing firms.*
- *Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.*



SEP 2021 – April 2022 **Corporate HR Operations, LANDMARK GROUP**
(Corporate) Full Time

- *Follow up with talent acquisition for each Regent to close their vacancies*
- *Identify all Corporate vacancies and work closely with TA Managers to plan hiring needs*
- *On boarding for the East Regent & South Regent & Corporate (handling the On boarding process for more than 200 Stores)*
- *Onboard new joiners through Taleo including (RTI-HRMS-Activation)*
- *Ensure achievement of the recruitment targets for the Concept as per the approved manpower budget*
- *Preparing contract for new joiners*
- *Working side-by-side with GOSI team and TCS team for GOSI Registration and activation*
- *Working with IIB team for Health insurance*
- *Tracking with all Regent & departments from start to finish*
- *preparing weekly reports and monthly reports*
- *Maintain and make sure all hiring policy is being applied*

FEB 2021 – JULY 2021 **Human Resources Specialist, LANDMARK ARABIA**
Tamheer

Key Responsibilities

❖ *Recruitment & Onboarding*

- *Coordinate with operation team, identify the manning requirements and fill the vacancies with apt candidates.*
- *Source and contact potential candidates, arrange interviews with respective units.*
- *Coordinate with recruitment agencies (Local) for candidate sourcing.*
- *Prepare employment contracts*
- *Prepare and update employment contract tracker sheet on daily basis*
- *Submit the full set of new employee documents to HR & Payroll department*
- *Submit Saudi staff joining documents to PRO and get GOSI update Certificate*
- *Maintain a recruitment tracker and update it on weekly basis*

HR operations

- *Prepare employee related certificates*
- *Attend local staff in office and direct them to respective concerns.*
- *Collect and maintain updated employee data from payroll*
- *Preparation of a \Arabic correspondence for operational support.*
- *Coordinate with PRO and Payroll for the timely removal exiting staff.*
- *Update and file the Gosi removal paper on employee files.*
- *Complete the time-to-time requirements requested by Head HR.*
- *Compliance*
- *Ensure employee and company rights are protected on all activities.*
- *Ensure the labour law points are not violated on any occasion*

SKILLS & LANGUAGE

- *Arabic - Native*
- *English - Fluent*
- *Time management*
- *Problem-solving*
- *Excellent communication*
- *Scheduling*
- *Presentation Skills*
- *Responsible and Reliable*
- *Multitasker*

PROFESSIONAL SKILLS

- *Microsoft Office*
- *Data Analysis*
- *Tracking*
- *Oracle Taleo Recruiter*
- *Taleo On Boarding*
- *Recruitment Lifecycle*
- *LinkedIn Professional Recruiter*
- *Sourcing*
- *Screening*
- *Interviewer*
- *Selection & Hiring*
- *HRMS Expert*