

# MOUSA KHUBRANI

Recruitment Operations Supervisor

## DETAILS

### ADDRESS

Saudi Arabia

### PHONE

+966 547778968

### EMAIL

MosaAliK@hotmail.com

### NATIONALITY

Saudi

## LINKS

[LINKEDIN](#)

## SKILLS

HR Administration

HRIS Technologies

Leadership and Teamwork

Effective Time Management

Critical thinking and problem solving

Adaptability

## LANGUAGES

English

Arabic

## PROFILE

Experienced and effective Recruitment Operations Supervisor adept in all aspects of recruitment support and solutions. Adept in handling personnel related issues, and adhering to laws and regulations governing recruitment and employment practices. Adept in assisting with the recruitment of employees, as well as the management of existing employees. Bringing forth several years of industry experience and expertise in talent sourcing, screening, interviewing, and placing. Extensive experience in all HRDF process

## EDUCATION

### Bachelor Health Informatics, Jazan University

Jazan

May 2014 — Jun 2019

### CIPD Associate Diploma in People Management Level 5, Avado

United Kingdom

Dec 2021 — Jan 2023

## EMPLOYMENT HISTORY

### Recruitment Operations Supervisor, Deraah Company

Riyadh

Oct 2022 — Present

- Developed and implemented recruitment policies, processes, and procedures that improved the efficiency and effectiveness of recruitment efforts
- Analyzed and reported on key recruitment metrics, providing insight into the effectiveness of recruitment efforts
- Developed and implemented a staff onboarding process
- Follow-up of the Tawteen professions in all departments and the rates of Tawteen and Saudization.
- Prepare monthly reports on the department's achievements, challenges and proposals

### Regional HR supervisor, Deraah Company

Riyadh

Sep 2020 — Oct 2022

- Tracked HR issues to resolution and escalated as needed.
- Provided support to staff regarding professional and personal issues.
- Supervised HR Coordinator.
- Supervision health and safety personnel.
- And some of the tasks same as my previous job..

## HR and Employee Relations, BMA Company

Abha

May 2017 — Aug 2020

### Achievements/Tasks

- Assessed job applications and made hiring recommendations to bring in top candidates for key vacancies.
- New hires throughout interviewing and hiring process.
- Coordinated work activities of subordinates and staff relating to employment.
- Organizing staff training sessions and activities.
- Monitoring staff performance and attendance.
- Devised and maintained productive office systems and worked to find solutions for any issues.

## Intern Specialist Health Informatics , AlAmal Psychiatric Hospital & PMNH | Prince Mohammed bin Nasser Hospital

Jazan

Jun 2018 — Jun 2019

*I was intern and working at BMA Company*

### Responsibilities/Tasks

- Followed up with patients about medical and healthcare processes.
- Reviewed record keeping procedures for patients and doctors.
- Reviewed charts and flag incomplete or inaccurate information.
- Maintained strict patient and physician confidentiality.
- Collaborated closely with physicians and the nursing staff to improve the quality of patient records documentation.
- Audited records for accuracy.
- Coordinates and facilitates on-going information system evaluation, including user accuracy, data integrity and system reliability.
- Familiar with the workflow of the medical record and the process preservation of the information.
- Confirmed accurate completion of forms and reports for admission, transfer and/or discharge of each patient.
- Scheduled patient admissions and discharges.

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## REFERENCES

### Mr. Ayoub Hakami

BMA Company

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### Mr. Hasan Alfife

Deraah Company

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