

# HAMAD ALTUWAYJIRI

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## PROFILE

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Seeking a career that opens new horizons, encourage creativity and values achievements to use my skills in the best possible way for achieving the company's goals.

## EXPERIENCE

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### HR Specialist

Marketing Home Group. (MHG) | Riyadh, KSA

Jan 2025 - Present

- Managing the full recruitment cycle from job posting, screening, and interviewing to final hiring and onboarding.
- Developing and updating job descriptions to align with departmental needs and organizational goals.
- Supporting organizational development initiatives by assisting in job analysis, workflow improvements, and structure updates.
- Overseeing employee attendance and timekeeping processes through the digital fingerprint system, ensuring accuracy and compliance.
- Collaborating with management to analyze recruitment data and enhance sourcing strategies for better hiring performance.
- Ensuring HR operations and documentation are fully compliant with company policies and platforms such as Qiwa and GOSI.

## QUALIFICATIONS

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### English Language Study

Institute of Good Hope Studies | Cape Town, South Africa

Jan 2024 – Dec 2024

- I attended Good Hope Studies, an English language institute in Cape Town, South Africa, from January to October 2024. I also supplemented my studies with private English lessons throughout this period, continuing until December 2024.

### Professional Master's in HR Development

Institute of Public Administration | Riyadh, KSA

Jun 2023

GPA: 4.45

### Bachelor's in Theology

Imam Muhammad Ibn Saud University | Riyadh, KSA

May 2021

## CERTIFICATES

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- Introduction into Project Management Professional (PMP)
- The Foundations of Human Resources Management
- Modern Practices in HR Management
- Effective Communication
- Project Quality Management
- Stress Management in the Workplace
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Labor Education According to Saudi Labor Law

**Note: Additional certifications available upon request.**

## SKILLS

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- Teamwork
- Analysis
- Communication
- Business Development
- Building Partnership
- Customer Focus

## LANGUAGES

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- Arabic
- English