

HAMAD ALTUWAYJIRI

Riyadh, Saudi Arabia | Saudi | +966551811880 | Hmatuw@gmail.com

PROFILE

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

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

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

- 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

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

LANGUAGES

- Arabic
- English