

Mansor Almatrafi

Talent Acquisition | Recruitment Specialist | HR | HR Operations | B.A. in English | Organized & Results-Driven

📍 Riyadh, Saudi Arabia | ✉️ m.almatrafi25@gmail.com | ☎️ 0535747598

SUMMARY

Motivated and detail-oriented Recruitment Specialist with a Bachelor's degree in English and hands-on experience in managing hiring processes from start to finish. Skilled in job posting, candidate sourcing, and coordinating interviews, with a solid background in HR & Office supervision. Known for maintaining organized workflows, meeting urgent staffing needs, and supporting teams with practical, results-driven solutions. Eager to contribute to dynamic HR environments and grow within the field of human resources.

WORK EXPERIENCE

HR & Office supervisor

Arrab Contracting Company

Oct 2024 – Present

- Led key HR operations including onboarding, personnel records, and leave/attendance management.
- Supported recruitment by posting jobs, screening candidates, and scheduling interviews.
- Ensured compliance with Saudi labor laws and internal HR policies.
- Acted as a point of contact for employees regarding HR-related matters.

Recruitment Specialist

Thiqa for Security Services Company

Jan 2023 – Oct 2024

- Posted job ads and sourced candidates through various platforms.
- Screened applications and coordinated interview schedules.
- Maintained candidate database and tracked recruitment progress.
- Supported in meeting urgent and high-volume hiring needs.

EDUCATION

Bachelor of English Language and Literature

Imam Mohammed bin Saud Islamic University

Aug 2021 – jun 2025

- GPA 4.33 / 5 | With Second Class Honor

SKILLS

Microsoft Office 365

Rapid Learning

Problem Solving

Adaptability

Teamwork

Communication

Courses and Certification

HRCI - Talent Acquisition (16 hours)

Aug 2025

Languages

Arabic

Native

English

Full Professional Proficiency