

Mostafa Bojbara

Eastern Province, KSA

056 661 7544

Msbojbara@gmail.com

<https://www.linkedin.com/in/mostafa-bojbara>

Experience

JAN 2021 – PRESENT

HR Specialist/ Sinjar Mountains Food Co., Al Ahsa, KSA

- Recruit over 100 skilled and unskilled employees for the company branches from the local market and abroad such as India, Pakistan, Philippines, Nepal Sri Lanka and other countries.
- Avoids legal challenges by understanding current legislation, enforcing regulations with managers, and recommending new procedures.
- Consistently recruiting excellent staff and maintaining a smooth onboarding process and support into building a successful onboarding operation.
- Work closely with managers to gain a comprehensive understanding of the company's hiring needs for each position and meet competitive hiring goals and expectations.
- Stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.
- Develop and release job postings on a platform, such as social media and job boards.
- Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospects for new business.
- Handling workplace investigations, disciplinary, and termination procedures.
- Advised, coached, and counseled managers and staff to support human resources policies, procedures, programs, and labor relations.

SEP 2020 – JAN 2021 • 5 mos

HR Support Services Officer/ Ahmed Hamad Algosaibi Brothers Co., Al Khobar, KSA

- Completed projects on time and under budget while resolving complex issues for senior leaders.
- Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
- Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements during COVID'19 pandemic.

SEP 2019 – SEP 2020 • 1 yr

Sr. HR Officer/ Algosaibi Hotel, Al Khobar, KSA

- Support the development and implementation of HR initiatives and HRMS.
- Actively involved in recruitments, job descriptions, posting ads, and the hiring process.
- Oversee onboarding processes for successful integration.
- Ensure legal compliance throughout human resource management.

MAY 2018 – SEP 2019 • 1 yr 4 mos

HR Payroll Officer/ Algosaibi Hotel, Al Khobar, KSA

- Oversee day-to-day payroll processing for 400+ employees using Menaitech HRMS.
- Computers pay in accordance with Saudi Labor laws & GOSI regulations.
- Conduct periodic reconciliations of all payrolls and settlement types to ensure accuracy.
- Prepare payroll reports for proper approval prior to bank submission.
- Update and maintain payroll records, leave, and overtime reports.

JAN2017 – MAY 2018 • 1 yr 5 mos

HR Admin/ Bin Quraya Holding Company, Khurais, KSA

- Prepared monthly, weekly, and daily timesheets using Microsoft Office Excel.
- Applied Saudi Aramco Saudization policies to comply with requirements.
- Worked with Saudi Aramco as a contractor to understand their requirements to provide exceptional service and excellent Saudizations percentage.
- Answered employee's queries about HR-related issues.
- Updated the company's internal databases.
- Processed all Saudi Aramco's IDs and vehicle permits for Khurais project.
- Guided recruitments to create a diverse workforce meeting company' and clients' goals.
- Orientated new employees and trained existing employees.
- Planned large-scale training programs that boosted employee awareness.
- Implemented systematic filing for confidential employee records, accessibility, and efficiency.
- Oversaw the safety internal and client standards of all employees.
- Communicated with staff about issues affecting their performance.

Education

MAY 2016

Bachelor of Management Information System/ University of Central Oklahoma, Oklahoma, OK, USA

JUN 2010

Associate degree of Office Management and Supervision/ TVTC, Al Ahsa, KSA

Skills

- Microsoft Visual Studio C# & Excel VBA programming languages.
- Microsoft SQL Server database.
- Microsoft Visio diagrams designing.
- Employee Performance Improvement.
- GOSI, Muqem, and Saudi labor law articles.
- Technological and data analysis skills.
- Strong communication skills.
- Training and developmental skills.
- HR Policy, Process & Systems Design.
- Teamwork and collaboration.
- High level of confidentiality.
- Talent Acquisition.
- Budgeting skills.

Courses

- HR KPIs APR 2021
- Job Analysis and Description MAR 2021
- GOSI System Training Course FEB 2020
- Menaitech HRMS NOV 2018

Achievements

- Menaitech HRMS Implementations, testing, and overall project management.
- Recruitment campaigns of several outlets resulting in hiring approximately 400 employees.