

Mohammed Almohaimeed

Bin.oudah9@gmail.com 0500001777
📍 Riyadh, Saudi Arabia

EXPERIENCE

New Era Trading Company Aug 2019 – Present
Position: Co-Founder & Chief Operating Officer

- Establishing the company, managing & building teams, organizing roles & responsibilities and maintain the relationship with internal & external stakeholders.
- Ensure all necessary processes are defined, documented, implemented and managed in a robust manner whilst still enabling flexibility and operational efficiency.
- Implementing automatization for all functions such as HR system to ensure data cleansing and the alignment with company’s structure.
- Maintain operational efficiency and production sustainability by providing consultations for yearly manpower planning, forecasting and budgeting.
- Drive company results from both an operational and financial perspective working closely with the CFO and other key executive team members.

Ministry of Commerce - THIQAH Business Services Feb 2018 – Jul 2019
Position: Organizational Development Specialist

- Participate and contribute significantly to the establishment of the Organizational Development Department.
- Assisting the Organizational Development Department Manager with the restructuring projects by collaborating with the business and functional leaders to assess the existing organization design and share with them areas of improvement and recommendations to come up with a structure that serves the ministry’s strategy & objectives.
- Develop and update the functional statements to be aligned with the organization structure to ensure clear demarcation and prevent any overlapping between the ministry’s functions.
- Conduct job analysis as part of the job description development project.
- Participated in the implementation of the new ERP system and lead the data cleansing and transition to the new system to ensure having data that is aligned with the structure.
- Built the Functional Competencies Framework for the entire Ministry of Commerce and Investment functional departments.

AXA Cooperative Insurance Company Feb 2017 – Jan 2018
Position: Human Resources Business Partner

- Assisting the HRM to oversee all human resources operations and ensuring the alignment with business goals.
- Working closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Support the digitalization of HR activities to improve efficiencies and streamline ways of working in line with the initiatives and systems.
- Providing meaningful HR reports through data analytics to track key performance indicators

KEY SKILLS

- HRM knowledge and expertise
- Advising
- Organizational Development
- Manpower Planning
- Business Development
- Project Management
- Prioritization
- Business Requirements Analysis
- Communication and Presentation
- Self motivation and team-work
- Active listening

EDUCATION

Bachelor of Science
Human Resource Management and Business Management

Wright State University | United State Dec 2015

CERTIFICATIONS

CIPD Level 3
Chartered Institute of Personnel and Development

Job Analysis & Descriptions, Job Evaluation & Grades
Informa Connect Middle East

General Organization for Social Insurance system and regulations
GOSI - General Organization for Social Insurance

LANGUAGES

Arabic (native)
English (fluent)

Achimenes

- Restructure MCI Project 2018
- 320 Job Description Project 2019
- Competency Framework Project 2019
- Ranked #34 in LinkedIn Middle East for Arabic Content