

## MUATH ALMOHSEN

RIYADH, SAUDI ARABIA

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### Professional Summary

A qualified human resource professional with experience in most of HR functions, specialized in recruitment and manpower planning, have worked in local and multinational companies with financial, civil engineering and construction industries over the last four years.

Currently working as a HR Manager, responsible for three main departments; Organizational learning and development, Recruitment, Organization Development

### Key Professional Skills

- Communicating complex information in an easily understandable manner
- High level laboratory skills including experience in talent identifications and training needs
- Excellent critical analysis skills with high attention to details
- Advanced skills experience in HRIS - ERP ; (Oracle / Microsoft DynamicERP)

### Employment History

**May 2015 - Present**

**HR Manager**

Asala Holding  
Riyadh, Saudi Arabia



#### Key Responsibilities

- Responsible for all HR practices (recruiting, training, and developing).

**Jan 2015 - May 2015**

**Talent Acquisition Specialist**

AECOM  
Riyadh, Saudi Arabia



#### Key Responsibilities

- Handling one of the biggest projects of AECOM Arabia - The Saudi Schools Construction Program with a projected staff planning of approximately 350 - 500 manpower, work in collaboration and act as business partner to the business line managers in the whole process of recruitment - (full cycle recruiting of mid and high senior level roles' responsibilities).

**Jan 2010 - May 2013**

**HR Specialist (Recruitment)**

Al Rajhi Bank  
Riyadh, Saudi Arabia



#### Key Responsibilities

- Providing support in opening requisitions and preparing advertisements
- Reviewing recruitment policies for effective selection techniques and recruitment process
- Receiving and reviewing applications and creating a shortlist of candidates
- Organizing the development and implementation of the recruitment database to maintain a substantial pool of qualified applicants for sourcing and selection
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- Managing and Conducting interviews and preparing final hiring report for manager's signature
- Preparing pre-employment tests for applicants, requesting references and checking the suitability of applicants before submitting their details

- Conducting orientations and briefing the candidates about the salary and benefits and responsibilities
- Negotiating the salary with the selected candidates as per the company salary structure and extend the offers to successful candidates
- Following up with candidates and maintaining recruitment status reports and updating database

#### *Key Accomplishments*

- Improved the accuracy of the recruitment system process
- Established good working relationships with customers/clients.
- Developed new quality standards for better quality and performance

#### **Educational History**

**2013 - 2014**

**Master's Degree in Human Resource Management (HRM)**  
**Queensland University of Technology**  
 Brisbane, Australia



#### *Relevant Projects and Assignments*

March 2014

**Coaching Program** - Executive Coaching and leadership Course

- Designed and conducted coaching sessions to a client
- Implemented the program using theories and models of coaching
- Worked individually and successfully achieved the objectives

May 2014

**Employee Turnover Analysis** - Talent Management Course

- Analyzed the issues and cost of employees turnover
- Identified the causes and evaluate the return on investment (ROI)
- Utilized valuable resources of (ROI) frameworks to evaluate
- Worked individually and successfully achieved the objectives

June 2014

**Change Management Plan** - Consulting & Change Management Course

- Identified the issues by conducting a consultancy sessions to the case
- Implemented Total Quality Management (TQM) approach as an intervention plan.
- Worked in a team and successfully achieved the objectives

October 2014

**Expansion Strategy into a New Service** - Strategic HRM Course

- Introduced the current expansion of the new service
- Well researched on the current academic literature of the strategic HRM
- Analyzed the strategic HRM implications
- Presented recommendations for successful implementation
- Worked individually and successfully achieved the objectives

November 2014

**HRD Needs Analysis** - Strategic HRD Course

- Identifying the key organizational issues
- Assessing the Implications of HRD needs
- Designed HRD plans
- Worked individually and successfully achieved the objectives

**2004 - 2009**                      **Bachelor of Business Administration (BBA)**  
**Al-Imam Muhammad Ibn Saud Islamic University**  
Riyadh, Saudi Arabia



***Certifications***

November 2014                      **Certified Internet Recruiter (CIR)**  
AIRS Training and Technology  
Online Course

AIRS®

November 2014                      **Certified Social Sourcing Recruiter (CSSR)**  
AIRS Training and Technology  
Online Course

AIRS®

***Languages***                      **Arabic - English**

***Training Courses & Conferences***

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**Courses in Human Resource Category**

*Sub category: Performance Management*

October 2014                      **Performance Management**  
New Horizons Learning  
Centres Sydney, Australia

November 2014                      **Developing effective HR policies & procedures**  
Australian Human Resource Institute (AHRI)  
Canberra, Australia

November 2014                      **Building Team Performance**  
Australia Institute of Management (AIM)  
Brisbane, Australia

*Sub category: Recruitment*

October 2014                      **Recruitment and Selection**  
Learning Seat  
Online Course

*Sub category: Business Development and HRD*

November 2014                      **Workforce Planning**  
Australia Institute of Management (AIM)  
Brisbane, Australia

*Sub category: Leadership and Management*

November 2014                      **The New Manager**  
New Horizons Learning Centre  
Sydney, Australia

***Conferences & Workshops***

*Seminars*

October 2014                      **Human Resource Management Systems (HRMS)**  
The Impact of Big Data and Prescriptive Analytics on HR  
AHRI Events - Brisbane, Australia

November 2014      **Elite Sourcing. Enhanced Social. Engaged Talent**  
The World's Best Sources and Social Recruiters Come Together  
ATC Events - Sydney, Australia

***Professional Memberships***

December 2014      **Member of the Australian Human Resource Management Institute (AHRI)**  
Professional Member

November 2014      **Member of Australia Institute of Management (AIM)**  
Professional Member

**References**

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**Paul Davidson**

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QUT Business School, Management Phone: +61 7 3138 1248  
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**Suliman Alzzabin**

Chief Executive Officer, CEO Al-Rajah Bank  
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