

SYED MOHIB HASSAN

Jeddah, Makkah Province, Saudi Arabia

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PROFESSIONAL PROFILE

A results-driven and meticulous HR Professional with over 14 years of extensive experience, including 8+ years of specialized expertise within the Saudi Arabian market. Possesses in-depth knowledge of end-to-end HR operations, with a proven track record in managing complex employee documentation, ensuring strict compliance with Saudi Labor Law, and efficiently processing transactions through key government portals (Qiwa, Muqem, Absher, GOSI). Adept at coordinating cross-functional teams, managing large-scale data with precision, and implementing processes that enhance efficiency and guarantee 100% audit readiness. Seeking to leverage a comprehensive skill set in a challenging HR role.

PROFESSIONAL EXPERIENCE

HR Support Specialist | Abdullah Faleh Al Dossary Sons Contracting Co. Ltd. | Yanbu, Saudi Arabia
September 2015 – August 2023

Core HR Operations & Employee Lifecycle Management

- Spearheaded the entire employee documentation lifecycle for a workforce exceeding 1,000 employees, ensuring accuracy and compliance at every stage from onboarding to separation.
- Expertly prepared, reviewed, and processed all HR documents, including job offer letters, employment contracts, contract amendments, and final termination notices.
- Managed the complete offboarding process, performing precise calculations for final settlements and end-of-service benefits (EOSB) in strict adherence to Saudi Labor Law, achieving a 100% accuracy rate in disbursements.
- Orchestrated the employee vacation and exit process: received application forms, secured necessary approvals from Project Managers and the General Manager, and coordinated all logistics for smooth employee transitions.

Government Relations & Portal Management

- Coordinated closely with the Saudi HR team to execute all transactions on government platforms, including Qiwa, Muqem, Absher, and the GOSI portal.
- Managed the end-to-end process for Iqama renewals, new issuances, and amendments, as well as the processing of driver licenses and Istimarahs (vehicle registration).
- Partnered with the Saudi HR representative to ensure all employee data in the GOSI system was accurately updated, including new registrations, subscription changes, and contribution calculations, ensuring full compliance.
- Maintained perfect synchronization between the internal employee database and all government platforms, guaranteeing data integrity for reporting and audits.

Travel, Logistics & Fleet Administration

- Managed comprehensive travel logistics for employees: coordinated with travel agencies to book tickets and with the Saudi HR team to process Exit/Re-Entry visas and final exit permits.
- Maintained detailed Excel databases for all company vehicles and equipment, ensuring timely renewal of Istimarahs before expiry dates to maintain compliance.
- Liaised with Transport In-charge to schedule and complete "Fahas" (vehicle inspection) for all vehicles and equipment on time, ensuring operational readiness.
- Processed all travel-related payments: collected ticket and visa invoices, secured final approval from the General Manager, and submitted documentation to Accounts Department for payment processing.

Financial & Administrative Workflow Coordination

- Orchestrated the financial workflow for all government-related transactions, collecting electronic payment vouchers generated from official portals.
- Prepared and processed internal reimbursement invoices, diligently securing the necessary multi-level approvals from HR Supervisor, HR Manager, and General Manager.
- Ensured timely submission of all approved payment requests to the Accounts Department, facilitating smooth and uninterrupted government processing services.

Data Management, Reporting & Compliance

- Designed and maintained a sophisticated, 100% accurate employee database using Advanced MS Excel, featuring complex formulas and pivot tables for dynamic reporting.
 - Generated comprehensive weekly and monthly HR reports for senior management, providing critical insights into headcount, turnover, and government processing status.
 - Played a key role in audit preparations, compiling and organizing all HR and government documentation for successful internal and external audits with zero non-compliance records.
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Math Educator | Edu Infotech International Resources Inc. | Atlanta, USA (Remote)

September 2023 – December 2024

- Developed and implemented engaging lesson plans and curriculum for diverse student groups, strengthening skills in instructional design and adaptive communication.
 - Maintained meticulous and organized student records, including performance tracking, assessment grades, and progress reports, demonstrating superior administrative capabilities.
 - Utilized data-driven insights from student performance to tailor teaching methods and improve educational outcomes.
 - Effectively managed the academic calendar, scheduled lessons, and coordinated multiple classroom projects, refining exceptional time and project management skills.
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Administrative Secretary | New Era Computer Services | Hyderabad, India

January 2010 – September 2015

- Provided high-level administrative support to senior executives, including calendar management, travel coordination, and meeting preparation.
 - Established, organized, and maintained the company's physical and digital filing systems, ensuring efficient document retrieval and records management.
 - Responsible for the classification, indexing, and secure storage of company archives, safeguarding sensitive corporate information.
 - Recorded and distributed minutes of executive meetings, tracking action items and ensuring follow-up on critical decisions.
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KEY ACHIEVEMENTS & HIGHLIGHTS

- **Process Efficiency:** Streamlined the document processing workflow, reducing the average turnaround time for employee documentation by 30% through the implementation of checklists and digital tracking.
- **Compliance Excellence:** Successfully processed over 1,000+ employee and dependent government documents (Iqamas, visas, licenses) with a perfect 100% compliance rate and zero penalties across 8 years.

- **Digital Transformation:** Championed the initial shift from paper-based to electronic HR filing systems, reducing physical paperwork by an estimated 70% and significantly improving data access and security.
 - **Audit Success:** Consistently prepared HR departments for audits, resulting in seamless inspections with no major findings, directly contributing to the company's clean compliance record.
 - **Fleet Management:** Maintained 100% timely renewal of all company vehicle Istimarahs and coordinated scheduled Fahas inspections, ensuring zero operational disruptions due to compliance issues.
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EDUCATION

- **Bachelor of Education (B.Ed.) in Mathematics**
Osmania University, Hyderabad, India
 - **Bachelor of Science (B.Sc.) in Mathematics, Electronics, Computer Science (M.E.Cs)**
Osmania University, Hyderabad, India
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CERTIFICATIONS

- ISO 9001:2015 – Quality Management Systems (Awareness & Internal Auditing)
 - ISO 14001:2015 – Environmental Management Systems (Awareness & Internal Auditing)
 - ISO 45001:2018 – Occupational Health & Safety Management Systems (Awareness & Internal Auditing)
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TECHNICAL PROFICIENCY & SKILLS

- **HR Management Systems:** GOSI, Qiwa, Muqem, Absher, HRIS/Database Management
- **Software & Tools:** Microsoft Office Suite (Advanced Excel, Word, PowerPoint)
- **Core HR Competencies:**
 - Employee Lifecycle Management
 - Saudi Labor Law & Compliance
 - Onboarding & Offboarding
 - Final Settlement Calculations
 - Document Control & Management
 - Data Integrity & Confidentiality
 - Cross-Functional Coordination
 - Audit Preparation & Support
 - Fleet & Logistics Management
 - Travel & Visa Processing

LANGUAGES

- **English:** Fluent (Professional Proficiency)
- **Hindi:** Native
- **Urdu:** Native
- **Arabic:** Basic Communication Skills