

Marwan Mahi

Human Resources Management Level

To utilize my knowledge, skills and experience in a rewarding and challenging position in the Human Resources field within a growing oriented organization, where continuous development and personal growth are commensurate with achievements.

 Marwan.almahi@mail.com

 Driving licence

 Jeddah

 Personal vehicle

 Date of birth 24/04/1988

 054 303 3006

 Saudi, Saudi Arabian

 Married

Education

- From November 2024 to January 2025
 - **HR Behavioral Competencies Professional**
Maharat Professional Certificate is recognized by SHRM Jeddah, MK, Saudi Arabia
Awarded for successfully completing the training and assessment in core HR competencies: (Leadership. Ethical Practice. Strategic Communication. Relationship Management. Business Acumen.)
 - **Workplace Practices Professional**
Maharat Professional Certificate is recognized by SHRM Jeddah, MK, Saudi Arabia
Awarded for successfully completing the training and assessment in HR Workplace Practices: (Best Practices in Human Resources. Diversity and inclusion. Risk Management. Corporate Social Responsibility)
 - **Organizational Development Professional**
Maharat Professional Certificate is recognized by SHRM Jeddah, MK, Saudi Arabia
Awarded for successfully completing of training and assessment in core Organizational Domain Knowledge: (Structure of the HR Function. Organizational Effectiveness & Development. Workforce Management. Employee & Labor Relations. Technology Management)
 - **Talent Management Professional**
Maharat Professional Certificate is recognized by SHRM Jeddah, MK, Saudi Arabia
Awarded for successfully completing the training and assessment in core HR management: (HR Strategy. Talent Acquisition. Employee Engagement & Retention. Learning & Development. Total Rewards)
- April 2016
 - Legal aspects of human resource management and investigation of labor violations
Najd Training Institute Jeddah, MK, Saudi Arabia
- May 2013
 - Advanced skills in human resource management
Intellectual development training Jeddah, MK, Saudi Arabia
- April 2013
 - Recent trends in resource management
Technical and Vocational Training Corporation Jeddah, MK, Saudi Arabia
- October 2012
 - Self-confidence and the composition of the human mind and its capabilities
Aseeg Jeddah, MK, Saudi Arabia
- From November 2007 to June 2011
 - Computer Diploma Networks
Technical College Makkah, Saudi Arabia

Work experience

- From January 2020 to February 2024
 - **HR Operations Supervisor**
Binzagr Co. Jeddah, Head office MK, Saudi Arabia
 - **Responsibilities and Achievements:**
Manage effective and efficient HR & Admin Operations function, proactively delivers on business requirements provide advice and consultation on all received HR matters and issues, services and systems.
 - Maintains awareness and knowledge of HR practices, law and regulations and provides suitable interpretation to managers and employees within the organization Developed an exit process for employees in an efficient way – more than 3.000 employees.
 - Ensure that regional operations team deliver their planned outcomes and that their agreed targets are met in line with the HR plan and customer services standards (Qiwa, MOL, GOSI, Muqeeem, Tamm, MOFA, C.O.C, MOI, Jawazat).
 - Manage an efficient and effective service to be delivered to the business that enables it to contribute to improving individuals and organizational performance. Addressing personnel-related issues.
 - Ensure that the process for such tasks as Talent Acquisition and development, Total Rewards and OD, for Employee Relations, Change Management and systems are in place and are dealt with correctly both effectively and efficiently.
 - Lead the Development and implementation of HR policies, Practices, in line with Saudi labor laws and requirements & related regulations.
 - Monitor report and device on the performance of functions for which the HR Operations team is responsible.
 - Maintain supervision of employee filing and retrieval system for current and previous records is up to date.
 - Accomplish human resources and organization mission and goals by achieving set goals.

Work experience

From February 2016 to December 2019

- **HR Officer Senior**
Binzagr Co. Jeddah Branch, MK, Saudi Arabia
 - Create payrolls with all entries for 480 employees.
 - Attendance and departure tracking.
 - Investigating violations and issuing warnings.
 - First person responsible for the SAP system and the Human Resources Portal system for employee procedures in the Human Resources Department.
 - Responsible for government relations procedures such as (Qiwa, GOSI, Muqem)

From November 2014 to November 2015

- **HR Specialist**
ALREDWAN READY-MIX CONCRETE CO. Jeddah, MK, Saudi Arabia
 - 1- Supervision over HR Coordinators in Holy Makkah Factories .
 - 2- Supervision over Company Accommodation and its requirements .
 - 3- Daily monitoring of attendance (thru fingerprint device).
 - 4- Making attendance sheets at the end of each month to calculate salaries .
 - 5- Issuing letter sand administrative decisions as per instructions of the Top Management .
 - 6- Receiving and classifying C.V's .
 - 7- Making interviews limitedly .
 - 8- Following up government procedures and relations (e.g., renewal of resident permits and passports, issuing visas, issuing driving licenses, follow up procedures of corporate licenses of all types).

Work experience

From May 2013 to October 2014

- **Personnel Specialist**
GULF INTERNATIONAL PACKAGING CO. Jeddah, MK, Saudi Arabia
 - 1- Supervision over HR Coordinators in the Group .
 - 2- Daily monitoring of attendance (thru fingerprint device) .
 - 3- Issuing letter sand administrative decisions according to instructions of the Top Management.
 - 4- Calculating and continuously monitoring accrued leaves of all types .
 - 5- Announcing vacant positions and receiving and classifying submitted C.V's .
 - 6- Making interviews .
 - 7- Orientation of the new employee to the Department .
 - 8- Typing and Printing Job Offers, Employment Contracts, Warnings and Disciplinary Actions.
 - 9- Calculating salaries at the end of each month .
 - 10- Making End of Service Awards (Resignation or Dismissal).
 - 11- Investigation and finding out solutions for staff issues.
 - 12- Organizing and Archiving Files.

From August 2011 to April 2013

- **Personnel Coordinator**
ALSORAYAI GROUP FOR INDUSTRIAL INVESTMENT Jeddah, MK, Saudi Arabia
 - 1- Monitoring attendance.
 - 2- Fill in and send to the Top Management application forms of personnel.
 - 3- Calculating emergency and sick leaves.
 - 4- Providing staff and personnel with the Management Decisions.
 - 5- Organizing and archiving files.

Skills

Hard Worker



Team leadership



Communication



Creativity



Negotiation



Languages

English



Arabic



Computer skills

SAP systm



Microsoft office



Interests

Reading

Travel

Electronic games