

Abdulkarim Mohammed Aljarboa

✉ Akaljurboa@gmail.com ☎ 0561683803 📍 Saudi Arabia

Experience

Human Resources Specialist, Naqwa Sweet Company 05/2024 – Present

HR Operations

- Managed end-to-end HR operations for a workforce of more than 300 employees.
- Supported the company's growth from approximately 120 to over 300 employees while working in a two-person HR team.
- Managed recruitment, onboarding, employment contracts, employee records, attendance, leave administration, payroll coordination, and end-of-service procedures.
- Contributed to the opening of multiple company branches by supporting recruitment and HR operational setup.
- Ensured compliance with Saudi Labor Law and company policies across all HR operations.
- Managed and maintained employee records using HR systems, including Jisr, Qiwa, GOSI, and Muqem.
- Assisted in developing and improving HR policies, procedures, and operational workflows to enhance efficiency.
- Prepared HR reports and supported management with workforce planning and HR-related decision making.

Recruitment & Selection

- Experienced in using Jisr platform and government systems such as Qiwa, GOSI, and Muqem for employee management and compliance.

HR Systems & Data Management

- Designed a comprehensive employee database using Google Drive and Excel, integrating department-level employee information and enabling efficient electronic archiving.

Organizational Development & Governance

- Participated in redesigning the organizational structure to align with company goals and strategic plans.
- Developed and updated HR policies and procedures in accordance with governance requirements and government regulations.

Education

Bachelor's Degree in Human Resources, Mustaqbal University 2024
GPA: 4.57 out of 5

Skills

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| • Performance management and evaluation | • Recruitment and selection of employees |
| • Employee relations management | • Proficiency in Microsoft Office programs |
| • Experience with the Jisr platform | • Ability to handle government websites like Qiwa and Muqem |
| • Fluent in English | • Commitment and responsibility |

Objective

I am seeking an opportunity in the field of Human Resources where I can leverage my academic knowledge and skills in recruitment, performance management, and employee relations. My goal is to support and enhance the work environment by implementing effective HR strategies, improving recruitment processes, and contributing to the company's objectives through employee development, training, and increased employee satisfaction.

Courses

Microsoft Office Programs Course

Saudi Labor Law and Human Resources Planning Course

Languages

- Arabic - English