

# MOHAMMED HAKAMI

HR Specialist | Talent Acquisition & Recruitment | Employee Relations | Saudization Compliance

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## PROFESSIONAL SUMMARY

Results-driven HR professional with 2+ years of progressive experience in recruitment, employee relations, and HR operations across multiple sectors in Saudi Arabia. Proven track record in executing end-to-end recruitment cycles, ensuring Saudization compliance, and supporting organizational development through effective HR policies and administrative excellence.

## CORE COMPETENCIES

- Talent Acquisition & Recruitment
- HR Policies & Procedures
- Compensation & Benefits
- Stakeholder Communication
- Employee Relations Management
- Performance Management
- HRIS & Data Management
- Administrative Operations
- Saudization & Compliance
- Training & Development
- Conflict Resolution
- Customer Service Excellence

## PROFESSIONAL EXPERIENCE

### Recruitment Specialist – Deraah Trading Company

Feb 2026 - Present | Saudi Arabia

- Execute full-cycle recruitment processes including sourcing, screening, interviewing, and selection of candidates across multiple business units
- Manage coordination with shortlisted candidates and finalize contract signings, ensuring compliance with labor regulations and company policies
- Participate in job fairs and recruitment events to build talent pipelines and enhance employer branding
- Ensure adherence to Saudization guidelines and internal recruitment policies, contributing to workforce nationalization targets
- Process hiring requests and collaborate with department heads to fulfill staffing needs efficiently

### Human Resources Specialist – Al-Tamkeen Al-Shamel Day Care Center

Sep 2025 - Feb 2026 | Saudi Arabia

- Led recruitment and staffing initiatives by posting job openings, reviewing applications, conducting interviews, and selecting qualified candidates
- Designed and delivered employee training programs to enhance skills and align workforce capabilities with organizational objectives
- Managed payroll processing and employee benefits administration while ensuring full compliance with Saudi labor laws and company policies
- Conducted regular performance appraisals and provided constructive feedback to support employee development and improvement plans
- Resolved employee disputes and grievances through effective mediation, fostering a positive and collaborative work environment
- Developed employee wellbeing initiatives to promote work-life balance and enhance physical and mental health

### Administrative Assistant – Modern Eye for Construction

Apr 2025 - Mar 2026 | Saudi Arabia

- Managed correspondence including incoming mail, phone calls, and email communications to facilitate seamless internal and external coordination
- Organized and maintained schedules for meetings and appointments, ensuring effective workflow between departments
- Prepared, drafted, and edited administrative reports, internal correspondence, and external documents to support management operations
- Implemented efficient filing and document management systems, improving accessibility and operational efficiency
- Entered and updated data in organizational systems to ensure accuracy and reliability of information for decision-making

### Receptionist – Human Development Co

May 2023 - May 2024 | Saudi Arabia

- Welcomed and assisted guests and clients with professionalism, creating positive first impressions and enhancing customer experience
- Processed and distributed incoming correspondence to relevant departments, supporting effective team communication
- Organized weekly schedules and monthly calendar obligations for management and staff, ensuring timely coordination
- Provided administrative support to the Human Resources Department, assisting with documentation and employee queries

## EDUCATION

Bachelor's Degree in Management Information Systems | Jazan University | 2022

## SKILLS & TOOLS

**HR Management:** Recruitment & Selection | Employee Relations | Performance Management | Training & Development

**Compliance:** Saudi Labor Law | Saudization (Nitaqat) | Social Insurance Systems

**Technical Skills:** Microsoft Office Suite | Microsoft Excel (Advanced) | HRIS | AI in Management

**Certifications:** HR Management (25H + 40H) | Executive Leadership | Communication & Team Building | Institutional Capacity Building

**Languages:** Arabic (Native) | English (Professional)