

# MOHANNAD ALHUMAIDI

## Human Resource Management

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### PROFESSIONAL OBJECTIVE

To contribute to the success of an organization by leveraging my expertise in Human Resource Management to enhance talent acquisition, employee development, and performance management. I aim to foster a productive and positive work culture, ensuring alignment between organizational goals and employee satisfaction through strategic HR practices and continuous improvement.

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### EDUCATION

<b>University of Technology and Applied Sciences, Muscat</b>	2025
Bachelor's Degree in Human Resource Management	
<b>General Education Diploma</b>	2017
Rashid Bin Al Nader School	

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### TRAINING EXPERIENCES

#### Soms | Muscat, Oman

Sep 2025 – Present

#### HRIS & Recruitment Trainee (Odoo)

- Maintain and validate employee master data (records, documents, contract details) in Odoo Employees.
- Process recruitment requests , publish postings, track candidates' stages, and verify required documents using Odoo Recruitment workflows.
- Administer Attendances and Timesheets: verify daily check-in/out, review hours, generate attendance reports for managers and payroll coordination.
- Manage UBI attendance usage and cross-check device logs with Odoo.
- Record and approve Time Off requests (vacations, sick leave, unpaid leave).
- Prepare and export periodic HR reports (attendance summaries, leave balances, workforce status).
- Support end-to-end hiring logistics: validate application requirements, coordinate interview scheduling, and publish advertisements on appropriate channels.

#### Khoulia Hospital

Jul - Sep, 2024

#### Human Resource Management Department :

- Collect employee data (attendance, absence, and sick leave).
  - Prepare performance reports or review employee records.
  - Maintain and update human resources records using human resources management software.
  - Screen resumes and conduct initial interviews.
  - Organize surveys to measure employee satisfaction with the work environment.
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### SKILLS

**Technical Skills:** Performance management and feedback , Training and development , Preparing documents and updating employee records and contracts.

**Personal skills:** Good communication helps you interact clearly , Teamwork , Flexibility and Actively listening with employees and understanding their problems.

**Computer Skills:** Microsoft Office: Proficiency in Word, Excel and PowerPoint to work on reports and documents, Organizing emails and scheduling appointments and Use of basic HR systems such as BambooHR.

**Language skills :** Arabic , English.

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### ACHIEVEMENT

Certificate for IELTS Overall Score: 5.0 , IDP IELTS Centre in Oman, **May 2022.**