

MOHANNAD ALHUMAIDI

Human Resources Graduate | HR Recruiter | Project Coordinator

Muscat, Oman | mohanadhumidi@gmail.com | +968 92929991

Professional Summary

Motivated Human Resources graduate with practical experience in recruitment, HR operations, project coordination, employee records management, and HRIS systems including Odoo and Al Mawared HR System. Experienced in coordinating hiring processes, supporting workforce operations, and managing administrative HR activities. Seeking to contribute to a professional organization where I can support talent development, operational efficiency, and project success.

Education

University of Technology and Applied Sciences, Muscat

Bachelor's Degree in Human Resource Management | 2025

Rashid Bin Al Nader School

General Education Diploma | 2017

Professional Experience

Soms | Muscat, Oman

HR Recruiter & Project Coordinator | Sep 2025 – Present

- Managed recruitment processes including job postings, candidate screening, interview coordination, and onboarding support.
- Maintained and validated employee master data, contracts, and HR records using Odoo HR systems.
- Coordinated project-related administrative tasks and monitored workflow progress with internal teams.
- Managed attendance, timesheets, and leave requests while generating HR reports for payroll coordination.
- Verified attendance device logs and ensured accurate workforce records.
- Supported communication between departments to ensure smooth operational and project execution.
- Prepared workforce status reports, attendance summaries, and leave balance reports for management.

Khoula Hospital – Human Resource Management Department

HR Trainee | Jul 2024 – Sep 2024

- Collected and managed employee attendance, absence, and sick leave records.
- Updated and maintained HR records using AI Mawared HR System.
- Screened resumes and assisted with initial recruitment processes.
- Prepared employee performance-related reports and documentation.
- Supported employee satisfaction initiatives and workplace surveys.

Skills

HR Skills: Recruitment Coordination, HR Operations, Employee Records Management, Attendance & Leave Management, HR Reporting

Project Coordination: Task Coordination, Team Communication, Workflow Monitoring, Administrative Support

HR Systems: Odoo HR, AI Mawared HR System, Microsoft Office (Word, Excel, PowerPoint)

Soft Skills: Communication, Teamwork, Adaptability, Problem Solving, Time Management

Languages: Arabic (Native), English (Professional Working Proficiency)

Certifications

IELTS Certificate – Overall Score: 5.0 | IDP IELTS Centre Oman | May 2022