

MOHAMMED GHULAM GHAUS

Jeddah-Saudi Arabia • (966) 56 224 5368 • me.raja@hotmail.com • [Linkedin.com/in/meraja4u](https://www.linkedin.com/in/meraja4u)

Professional Summary

Results-driven Human Resources professional with 11+ years of diverse experience as a Senior HR Assistant and Recruiting Head. Expertise in all facets of HR management, recruitment, and administration with a strong focus on achieving organizational goals. Proven ability to build a productive workforce and foster an inspiring culture. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Key competencies include:

- **Talent Acquisition & Visa Processing:** Extensive experience sourcing candidates for specialized job positions through recruitment agencies and consulates. Proficient in international visa processing (India, Pakistan, Nepal, Philippines, Egypt, Sudan, and Bangladesh).
- **HR Operations & Compliance:** Skilled in maintaining HR records, managing health and medical insurance, and preparing HR documents. Deep knowledge of Saudi labor law, as well as federal and state employment regulations.
- **HR Technology & Tools:** Proficient in HRIS/HRMS systems and MS Office, ensuring efficiency in HR processes and reporting.
- **Employee Engagement & Development:** Committed to enhancing employee satisfaction, productivity, and loyalty through a collaborative and inspiring workplace culture. Adept at mentoring cross-functional teams and driving results.
- **Organizational Planning:** Strong analytical and organizational skills, with a hands-on management style and the ability to navigate complex HR challenges.

Work Experience

Dec-2013 – PRESENT

Sr HR Asst & Recruitment Head | Al – Habib Company | Jeddah, Saudi Arabia

- Responsible to develop and implement an organization-wide human resource strategy that aligns with the organization's vision and its current and long-term business objectives.
- HR function strategy & training & organizational planning for development
- Recruitment internationally & talent management of top positions in the company
- Solving all the visas issue with different consultants & embassies & creating visas on Enjaz electronics
- Worked and familiar with Qiwa, Gosi & some job portal like, Bayt, Mihnati, and Tanqeeb & Mourjan Platform as well.

- Preparing all the legal documents for the labor departments, & allotted agencies and their respective consulates as legal knowledge regarding the policies of the company
- Advertising and soliciting resumes from qualified candidates; coordinating and attending career fairs at select universities
- Conduct interviews, both telephone and personal; making hiring recommendations based upon the eligibility criteria & provide feedback to HR manager.
- Screens applicants for basic compliance with position qualifications, summarizes Cvs for easier evaluation by the departmental heads.
- Meets walk-in applicants, collects and assesses Cvs data bank.
- Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements within the targeted time.
- Conducts new employee orientation and apprises employee of benefit options.
- Prepares employment contracts, offer letter
- Provide administrative support for HR executives & HR manager.
- May help in payroll preparation when needed; provides documentation of employee absences, bonuses, and personal time.
- Answer employee questions and address employee concerns with company; including employee safety, welfare, wellness and health
- Help to manage committees on wellness, training, health and safety, culture, and communications as needed.

Highlights of Successfully Completed and Ongoing Hiring Projects

Managed and executed recruitment projects under Al-Habib Co. and its subsidiary, Wings Company, delivering top-tier talent across various industries. Key projects include:

1. Project Name: Jeddah University Medical Center

- Total Manpower: 28 Staff (Doctors, Nurses, Labs & Others)
- Project Period: 2022-2023 **Project Status:** Successfully Running

2. Project Name: Jeddah University Medical Center

- Total Manpower: 47 Staff (Doctors, Nurses, Labs & Others)
- Project Period: 2018-2021 **Project Status:** Successfully Completed

3. Project Name: HWY55 Restaurant

- Total Manpower: 48 Staff (Kitchen Manager, Staff, & Others)
- Project Period: 2019-2022 **Project Status:** Successfully Completed

4. Project Name: Najran University (Dental College)

- Total Manpower: 33 Staff (Doctors, Nurses, Labs & Others)
- Project Period: 2019-2023 **Project Status:** Successfully Completed

5. Project Name: King Abdul Aziz University (Medical Center) – Rabigh

- Total Manpower: 9 Staff (Doctors, Nurses, Labs & Others)
- Project Period: 2019-2023 **Project Status:** Successfully Completed

6. Project Name: Universe Trips Co. for Travel & Tourism (Al-Habib Wing Co.)

- Total Manpower: 25 Staff (Travel Manager, Ticketing & Sales Team)
- Project Period: 2018 **Project Status:** Successfully Running

7. Project Name: Diamond Wings Co (Al-Habib Wing Co.)

- Total Manpower: 8 Staff (Transport, Laundry Coordinator, & Drivers)
- Project Period: 2023 **Project Status:** Successfully Running.

June 2012 – November 2013

Office Coordinator | PepsiCo India Holding Pvt Ltd | Kolkata, India

- Facilitated new employee orientation and onboarding, ensuring a seamless transition for new hires.
- Assisted in managing employee benefits, including enrollment and troubleshooting benefit-related issues.
- Maintained accurate and up-to-date employee records in compliance with company policies and legal requirements.
- Addressed employee inquiries and complaints, providing timely and effective resolutions.
- Drafted and distributed HR-related correspondence, including memos, compensation updates, disciplinary notices, and termination letters.

Professional Skills

- Key Opinion Leader (KOL) Development & Organizational Development.
- Leadership and Team Management & Multi-tasking and Time Management
- Strong Communication and Analytical Skills & Ethical Decision-Making and Integrity
- Negotiation and Conflict Resolution Skills & Recruitment and Talent Acquisition Strategies.
- HR Policies and Compliance Management & Employee Engagement and Retention
- Strategic Planning and Implementation & HRIS/HRMS Proficiency
- Training and Development Coordination & Visa Processing and International Recruitment.

Technical Skills

- Proficient in **Human Resources Information Systems (HRIS)** and **Talent Acquisition Software (ATS)** for streamlined recruitment and HR management.
- Experienced with **Talent Management Software** and **Cloud Technology**, including gamification techniques to enhance HR processes and engagement.
- Advanced proficiency in **Microsoft Office Suite**:

- Versions: 2000, 2003, 2007, 2010, 2013, and 2016.
- Tools: Word, Excel, PowerPoint, Outlook, Internet, and Email.
- Skilled in creating and managing **spreadsheets**, with strong **word processing** capabilities.
- Familiar with **social media platforms** for talent sourcing, employer branding, and communication.
- Demonstrated ability to write professional **proposals and papers**, with excellent time management and analytical thinking skills.

Certifications

- **Certification in Recruiting, Hiring & Onboarding Employees** – University of Minnesota-USA, Dec-2024
- **HR Management (Short Course)** – Oxford Home Study Centre, UK, 2022
- **HR Management Certification** – Great Learning (Online), India, 2022
- **Higher Diploma in Software Engineering** – NIIT Kolkata, India, 2010
- **Certificate of Competency in Computing** – NIIT Kolkata, India, 2008

Professional Affiliations

- **Member**, Saudi Council of Engineers – Membership No: 523204

Education

JUNE - 2012

Bachelor of Science in Information Technology | Kuvempu University | Simoga, Karnataka

Marks: 70.2% | Division: 1st

Affiliation: AICTE & UGC Approved

Language Known

- | | | |
|--------------------------|--------------------------------|-------------------------|
| • English: Fluent | • Arabic: Intermediate | • Hindi: Fluent |
| • Urdu: Fluent | • Bengali: Intermediate | • Persian: Basic |

Activities and Interests

- Playing Cricket and Chess • Yoga • Reading Books • Learning New Technologies • Travel

Personal Details

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| • Father's Name: | Md Naeem | • Marital Status: | Married |
| • Nationality: | Indian | • Dependents: | One |

Declaration

I, M G Ghaus, hereby declare that the information provided in this resume is true and accurate to the best of my knowledge. References available upon request.