MT

CONTACT

LOCATION

Jeddah, Saudi Arabia · open to Riyadh and remote

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AT A GLANCE

7 — yrs HR & talent acquisition	50+ — hires in a single year
30% — faster time-to-hire	300+ — employees supported

CORE EXPERTISE

- End-to-end recruitment & executive hiring
- Saudi Labor Law compliance
- Payroll, GOSI & WPS
- Government renewals: Iqama, work permits, Baladiya cards
- Saudization / Nitaqat planning
- Onboarding design & HRIS implementation
- Performance, talent & workforce planning

PLATFORMS & TOOLS

Jisr HR · ERP · Qiwa · Muqeem · Mudad · GOSI · Absher Business · Google Sheets · Excel · LinkedIn Recruiter

Mohamed Thabet

Senior HR Operations & Talent Acquisition Specialist

Builds the HR systems a growing company runs on — then runs them.

PROFILE

Seven years of in-house HR and talent acquisition in Saudi Arabia, currently running HR operations and recruitment for a **multi-entity investment group** across food & beverage, retail and services. I built the group's **payroll, government-renewal, onboarding and candidate-sourcing systems from scratch** and still own them. I have run recruitment alone for months at a time, from brief to signed offer, including **Director, GM and C-level placements**, hired 50+ people in a single year and cut time-to-hire by 30%. Finance-trained and bilingual (Arabic / English).

EXPERIENCE

Senior Human Resources Recruiter — Jan 2024 — present

Shaddah Investments Co. Ltd. · multi-entity group (F&B, retail, services) · Jeddah

- Own HR operations and talent acquisition end to end for several operating entities; sole owner of recruitment for 6+ consecutive months, from job brief to signed offer. **LEADERSHIP**
- Hired 50+ candidates in one year, cut time-to-hire by 30% within the first year and kept a 95% retention rate among new hires. **RESULTS**
- Built the group's payroll process from zero — monthly cycle, allowances and deductions, GOSI and WPS compliance — now the team's standard operating procedure. **BUILT FROM SCRATCH**
- Designed the Iqama, work-permit and Baladiya health-card renewal tracker across entities so no document lapses; records matched across Jisr HR, ERP and the master sheet by Iqama number. **COMPLIANCE**
- Created the onboarding system (ERP record, onboarding checklist, master employee sheet) and the candidate-sourcing pipeline the whole team now uses. **SYSTEMS**
- Designed a practical candidate assessment used in hiring decisions; led the recruitment team and personally placed Director, GM and C-level hires. **HIRING**
- Proposed a sales-commission scheme and Saudization (Nitaqat) initiatives to leadership; supported workforce planning, HR analytics and compensation benchmarking. **STRATEGY**

Human Resources Operations Specialist — 2021 — Dec 2023

Wasl Investments Co. Ltd. · F&B and retail brands · Jeddah

- Ran HR operations for 300+ employees across the group's brands: recruitment, contracts, onboarding, employee records and government platforms (Qiwa, Muqeem, GOSI), with 100% compliance with Saudi labor law.
- Rebuilt the HR reporting and records discipline, raising reporting accuracy by 40%; partnered with operations managers on hiring plans and performance follow-up across outlets.

LANGUAGES

Arabic — Native

English — Native-level

EDUCATION

Bachelor's, Accounting & Finance
King Abdulaziz University, Jeddah · 2016 – 2019

English Language Diploma
EC English Language Centers, California, USA · 2014 – 2015

TRAINING & COURSES

- Project Management Professional (PMP) course
- Labor education under Saudi labor law · Legal sides of HR
- Foundations of HR management · Strategic HR planning
- Taxes in Saudi law · Oracle workshop
- Strategic thinking · Crisis management

EXPERIENCE AREAS

- Recruitment & TA — 7 yrs
- HR operations & compliance — 7 yrs
- Performance & talent mgmt — 3–4 yrs
- OD & workforce planning — 3–4 yrs
- HR business partnering — 1–2 yrs

BEYOND WORK

- Writer — first book completed, publication in preparation
- Traveller — 23 countries; digital creator with a 47K+ audience
- Founder of two home-goods brands in development

AVAILABILITY

30 days' notice · Jeddah or Riyadh on-site, hybrid or remote

SELECTED WORK

PAYROLL

Group payroll process, built from zero

Monthly cycle, allowance and deduction rules, GOSI and WPS submissions, documented as the team's SOP so any teammate can run it.

COMPLIANCE

Government-renewal tracker

One tracker for Iqama, work-permit and Baladiya health-card expiries across entities, with lead-time alerts so nothing lapses and no fines are incurred.

ONBOARDING

Onboarding system across three records

ERP employee record, onboarding checklist and master employee sheet kept in sync by Iqama number — one source of truth for headcount and Saudization.

TALENT ACQUISITION

Candidate-sourcing pipeline

Standard sourcing routine and candidate pool the whole team now uses; 50+ hires in a year and 30% faster time-to-hire while running recruitment alone.

ASSESSMENT

Practical hiring assessment

Role-based practical assessment designed in-house and used in live hiring decisions, giving managers evidence beyond the interview.

STRATEGY

Commission scheme & Saudization plan

Proposed an employee sales-commission scheme and Nitaqat initiatives to leadership, backed by headcount and cost analysis.

EARLIER EXPERIENCE

Operations Supervisor — 2020 — 2021

Creative Circle Co. Ltd. · Jeddah — managed a team of 30+ employees across daily operations.

Restaurant Managing Partner

Tiamun establishment · Jeddah — ran day-to-day restaurant operations, including staffing.

Administrative Assistant · Sales & Reception — 2013 — 2018

Saudi Arabian Markets Co. · Jeddah — administrative support (2016–2018) after front-line sales and reception (2013–2016).

HOW I RUN HR FOR A GROWING GROUP

01

MAP

Audit records, contracts and government platforms; find every gap and expiry before it becomes a fine.

02

BUILD

Design the tracker, SOP or pipeline once, document it, and hand it to the team.

03

RUN & REPORT

Run the cycle, measure it (time-to-hire, renewals on time, Saudization %), and report to leadership.

References and work samples (process documents, trackers, templates) available on request. Arabic version of this CV available.