MT

CONTACT

BASED IN

Jeddah, Saudi Arabia · on-site in Jeddah and Riyadh, remote across KSA

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TRACK RECORD

7 yrs running HR in Saudi companies	300+ employees under my HR operations
50+ hires delivered in one year	30% faster time-to-hire

WAYS TO WORK TOGETHER

- **Fractional HR Manager** — 1–2 days a week on retainer; I run your HR as if I were on payroll
- **Project** — one fixed-scope job: payroll setup, HR audit, Saudization plan, hiring drive
- **Advisory** — hourly, when you need a decision checked against Saudi Labor Law

WHO I WORK WITH

Saudi SMEs, startups, restaurants, retail chains and family businesses with 10–200 employees — usually with no HR department yet.

Mohamed Thabet

Independent HR Consultant & Fractional HR Lead

A real HR department for your business — without hiring one.

WHO I AM

I run HR for Saudi businesses that have outgrown "the accountant does payroll". For seven years I have done this in-house for multi-brand F&B, retail and services groups in Jeddah — building **payroll, government-renewal, onboarding and hiring systems from zero** and then running them for 300+ employees. Now I do the same for clients as an independent consultant: **I set up the system, run it with your team, and leave it working**. Accounting & Finance graduate, bilingual Arabic / English, and fluent in the platforms your business lives on — Qiwa, Muqeem, Mudad, GOSI.

WHAT I DO FOR CLIENTS

COMPLIANCE

Government & labour-law compliance

Iqama, work-permit and Baladiya renewals on one tracker; Qiwa contracts; Mudad/WPS; Saudi Labor Law contracts, policies and end-of-service done right — before a fine, not after.

PAYROLL

Payroll, GOSI & WPS set-up

A monthly payroll process your team can run: allowances, deductions, GOSI registration and WPS files, documented as an SOP.

SAUDIZATION

Nitaqat planning

Where your ratio stands, how many Saudi hires move you up a band, and a realistic hiring plan to get there.

HIRING

Recruitment, crew to C-level

Sourcing pipeline, practical assessments and offers — I have personally placed Director, GM and C-level hires and run whole hiring drives alone.

SET-UP

HR department from zero

Employee master data, onboarding checklists, contracts, files and an HRIS (Jisr or your ERP) — one source of truth for headcount and Saudization.

AUDIT

HR health check

A two-week review of records, contracts, government platforms and payroll, ending in a prioritised fix-list with costs and deadlines.

RESULTS FROM THE IN-HOUSE TRACK RECORD

- Built group payroll from zero; now the team's standard operating procedure
- Zero-lapse renewal tracker for Iqama, work permits and Baladiya cards across entities
- HR operations for 300+ employees with 100% Saudi labour-law compliance
- 50+ hires in one year; time-to-hire cut by 30%; 95% retention among new hires
- HR reporting accuracy raised by 40% after rebuilding records discipline
- Commission scheme and Saudization plan proposed to group leadership

HOW AN ENGAGEMENT STARTS

- **1 · 20-minute call** — you tell me what hurts: fines, hiring, payroll, Saudization
- **2 · Health check** — I review records, platforms and payroll and send a fix-list
- **3 · Plan** — fixed-price project or a monthly retainer, with named deliverables

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

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

PLATFORMS

Qiwa · Muqeem · Mudad · GOSI · Absher Business · Baladiya · Jisr HR · ERP · Google Sheets

BEYOND WORK

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

WHERE THE EXPERIENCE COMES FROM

Independent HR consulting — Thabet HR Advisory — Current

HR set-up, compliance, payroll and hiring for Saudi SMEs, alongside the in-house role below.

HR operations & talent acquisition, in-house — Jan 2024 — present

Multi-entity investment group · F&B, retail and services brands · Jeddah

- Run HR operations and talent acquisition end to end for several operating entities; sole owner of recruitment for 6+ consecutive months.
- Built the group's payroll process, the government-renewal tracker, the onboarding system and the candidate-sourcing pipeline — all from zero, all still in use.
- Hired 50+ people in one year, cut time-to-hire by 30%, placed Director, GM and C-level hires; proposed the commission scheme and Saudization initiatives to leadership.

HR operations, in-house — 2021 — Dec 2023

F&B and retail investment group · Jeddah

- HR operations for 300+ employees: recruitment, contracts, onboarding, records and government platforms (Qiwa, Muqeem, GOSI), with 100% labour-law compliance; reporting accuracy up 40%.

Operations Supervisor · Restaurant Managing Partner — 2020 — 2021

F&B operator (team of 30+) and a **restaurant business**, Jeddah — I have run the operations side too, so I know what a manager actually needs from HR.

Administrative Assistant · Sales & Reception — 2013 — 2018

Retail company, Jeddah — early career.

WHY AN INDEPENDENT HR PARTNER

01 — CHEAPER THAN A HIRE
A fraction of an HR manager's salary, GOSI and benefits — and no notice period.

02 — SENIOR FROM DAY ONE
You get the person who built these systems, not a junior learning on your payroll.

03 — BUILT TO HAND OVER
Everything is documented so your team runs it after me — or I keep running it for you.

> *"Book a free 20-minute call. Bring the problem; I'll bring the plan." — WhatsApp +966 56 804 4888 · m7mdthabit@gmail.com*

Employer names, references and work samples (process documents, trackers, templates) shared on request. Arabic version available.