

**MOHAMMAD SOHEL**

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Dammam, K.S.A

**LICENSE: Holding from K.S.A, QATAR, UAE and INDIA**

**Synopsis**

Meticulous and versatile professional offering 10+ years of experience in the **Human Resource** sectors, coupled with an **BBA in Finance** from **ICFAI University and MBA in HR** from **Alagappa University.**

A hard working, adaptable and experienced **Senior Recruitment Officer**, with over Ten years’ GCC experience in this role, carrying out the full range of HR responsibilities and passionate about the overall interest and wellbeing of staff.  With an enthusiasm to help colleagues and employees, happy to work within tight deadlines to gather information and solve in some cases extremely challenging issues.  Always working in accordance with work-plans, I am able to work well within a successful and productive team as well as using my own initiative.  Able to cope extremely well under pressure, prioritizing workloads and demonstrating problem solving skills, even when put ‘on the spot’.  Excellent communication skills, written and verbal, able to interact well at all levels.  Willing to continue my development in this exciting role.  
Seeking a challenging role, where my existing skills and qualifications will add value from the outset, whilst I continue to further develop my skills and knowledge in this field.

**Core Strengths**

* Human Resources
* Recruitment
* Overseas Recruitment
* Recruitment Planning
* Strategic Planning & Execution
* General Administration
* Team Management

**Employment Chronicle**

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| **CAREER PATH** | **DURATION** |
| **Senior Recruitment Officer,** Al-Mutawa Holdings, K.S.A | Aug’ 19 to Till Date |
| **HR Officer - Recruitment,** TRAGS Engineering, QATAR | Feb’17 Till Jul’19 |
| **HR Officer - Recruitment,** First Gulf Resourcing, UAE | Apr’08 -May’16 |

**Key Deliverables:**

**Aug 2019 – Till Date**

**ABDULLA H.AL MUTAWA SON'S HOLDING CO (CJSC) – Dammam, K.S.A**

**Position: Senior Recruitment Officer**

"**Abdulla H. Al-Mutawa Son’s Holding CO**" is Expertise in Manufacturing, Trading, Construction, Restaurants & Catering, Sanitation, Trash removal & Pest control, Nondestructive testing & Inspection and Information Technology.

The Company operates offices in Jeddah, Yanbu, Riyadh, Dhahran, Jubail, Abqaiq and Al-Hasa from a Corporate headquarter in Dammam.

**Feb 2017 – Jul 2019**

**TRAGS Electrical Engineering and Air Conditioning Company - Qatar**

**Position: HR Officer - Recruitment**

The TRAGS Engineering is a part of Jaidah Group, Its expertise in building services extends from the design phase to the testing and commissioning of multi-service installations for HVAC, electrical, mechanical, plumbing, instrumentation and telecommunication systems in the commercial, residential, industrial, healthcare and hospitality sectors. Jaidah group business sectors are Energy and Engineering, Real Estate and Hospitality and it has more than 10,000 Employees working in this group.

* Recruitment: Handling the end to end recruitment processes like sourcing of profiles, Interview and Selection, Salary Negations etc.
* Interface with hiring managers to qualify and understand in great detail their project staffing needs.
* Search and directly contact individuals who match the criteria of the assigned requirement.
* Interview and qualify candidates to assess suitability.
* Recruiting both white and blue collar profiles.
* Dealing with manpower agencies from India, Nepal, Pakistan & Bangladesh.
* Good Knowledge of QVC System.
* Knowledge of preparing demand letter for manpower agreement.
* Good knowledge of Emigrate System to deploy manpower from India.
* Contacting candidates and checking on availability.
* Conduction face to face / telephonic and Skype interviews.
* Short listing candidates based on Qualification mentioned in the JD.
* Checking Visa statuses.
* Managed local and overseas recruitment.
* Reviewed certificates and testimonials of candidates.
* Preparing Offer letter for selected candidates.
* Handling mobilization (Tickets and accommodations).
* Induction & Orientation: Taking care of employee induction process and explaining the employee about the policies and procedures of company in every detail.
* Team Management and Operations.
* Attend weekly/Daily staff meetings.
* Weekly meeting with the HR Manager addressing issues related to the business and how to find a solution for the same.
* Developing Recruiting Strategies to source qualified candidates to fulfill the positions with quick turnaround.
* Coordinated with the departmental heads.
* Entry & Exit Formalities: Handling the Entry and exit formalities of the employees.
* Documentation: Maintenance of employee data and supporting the payroll team.
* Training: Training fresher’s about the sourcing of profiles from job portals and networking sites and phone call etiquettes for effective communication skills.
* MIS Reports: Preparation of Monthly MIS reports and submitting to the top management by 30th of every month.
* Developing Recruiting Strategies to source qualified candidates to fulfill the positions with quick turnaround.

**Academia &Trainings**

* **MBA in HR** from Alagappa University
* **BBA in Finance** from ICFAI University
* **12th** from Kakatiya Junior College
* **Diploma in Computer Application (DCA)**

**Personal Minutiae**

**Date of Birth:** 26th August, 1984

**Linguistic Proficiency:**  English, Hindi, Urdu and Telugu

**Driving License:** Valid in K.S.A, Qatar, UAE and India

**Marital Status**: Married

**Dependents:**  02

**Passport no** M4791150