

Mohamed Attia Mohamed Attia

Buraidah, Al-Qassim, Saudi Arabia |

Summary

Assistant HR Manager with 6+ years of hands-on experience leading the full HR function lifecycle — including talent acquisition, employee relations, and day-to-day HR operations. Brings in-depth, up-to-date knowledge of Saudi Labor Law, combined with hands-on experience across Saudi Government Digital Platforms (Qiwa, GOSI, Muqem, Mudad, HRSD Portal, Commerce Chamber, Nitaqat), along with expertise in payroll preparation and total rewards administration.

Experience

Altuwaijri Men's Clothing Company | Al Qassim, Buraidah, Saudi Arabia

Assistant HR Manager | Sep 2023 – Present

HR Generalist | May 2021 – Aug 2023

- Led the full HR function lifecycle, including recruitment, employee relations, and day-to-day HR operations.
- Managed sponsorship (Kafala) transfers, work permit renewals, and new visa issuance/authorization via Muqem platform.
- Prepared and reviewed employment contracts.
- Established and fully administered the Jisr HRIS platform from the ground up.
- Processed monthly payroll runs and prepared/submitted bank files (WPS) to the company's designated bank.
- Justified and resolved violations on the Mudad platform, as needed.
- Handled GOSI (General Organization for Social Insurance) inquiries and complaints.
- Drafted and reviewed internal company regulations and policies to ensure compliance with Saudi Labor Law.
- Coordinated with the Chamber of Commerce and MHRSD portal.
- Extended HR oversight to Zooq Al-Ghezaa Company (group subsidiary, established 2022), managing full HR operations — recruitment, employment contracts, payroll, and government compliance — alongside core responsibilities (Jun 2022 – Jan 2026, until the subsidiary's closure).

Computer Teacher | Sep 2009 – Apr 2021

Riyadh Al Qassim Secondary School | Al Qassim, Buraidah, Saudi Arabia

Data Entry | Oct 2008 – Aug 2009

Energy - Cables El-Sewedy | 10th of Ramadan City, Egypt

Skills

Core HR Functions

- Full-Cycle HR Operations (Recruitment, Employee Relations, HR Administration).
- Employment Contract Preparation & Administration.
- Team Leadership & Supervision.
- Internal Policy & Regulation Drafting.

Saudi Labor Law & Government Compliance

- Saudi Labor Law Compliance.
- Saudization / Nitaqat Compliance.
- Sponsorship (Kafala) Transfers & Work Permit Renewals.

Government Digital Platforms

- Qiwa Platform.
- GOSI (General Organization for Social Insurance).
- Muqeem Platform.
- Mudad (Wage Protection System - WPS).
- MHRSD Portal.
- Chamber of Commerce Coordination.

Payroll & Total Rewards

- Payroll Preparation & Processing.
- Total Rewards Administration.
- Bank File Preparation & Submission (WPS).

HR Systems & Tools

- HRIS/HRMS Platforms (Jisr).
- Microsoft Office (Excel, Word).

Education

HR Professional Diploma | Apr 2026 – Jun 2026

EgyCham (Egyptian Chamber) | Grade: Excellent

Bachelor of Specific Education, Department of Computer Science | Sep 2004 – Jul 2007

Mansoura University | Grade: Very Good

Activities

Reading • Football • Swimming • Travelling • Learning and Studying