



MUHANNAD MULFI

HUMAN RESOURCES & INTERNATIONAL RELATIONS

PROFILE

Diligent and dedicated Senior Human Resources Specialist with a track record of building strong internal relationships with employees and management, as well as external relationships with reputable entities. Fiscally responsible professional with experience in high-level talent acquisition, payroll processing, and benefits and compensation administration.

PROFESSIONAL EXPERIENCE

MINISTRY OF ENERGY (MOE) | Riyadh, KSA

Senior HR Specialist, Oct 2020 – PRES

- Managing special payroll, contract renewals, talent acquisition, and requirements for more than 40 VIP consultants
- Driving the annual bonus rewards program, which is based on each consultant's annual performance, in order to assist in the selection of recipients
- Serving as the sole approver and facilitator of monthly payments and financial transactions for reasons of confidentiality

Achievements to Date as a Senior HR Specialist

- Negotiated more than 30 senior-level hires, including preparing job offers and determining compensations based on the salary scale and allocated amount
- Developed a 5-year report on Special Talents in order to track departmental expenses and use the fund as directed by the Royal Court

SAUDI ARAMCO | Riyadh, KSA

Governmental Affairs Staff Advisor – Special Payroll & Talent Acquisition, Sep 2018 – Oct 2020

- Selected by the leadership to serve on a secondment in the Minister of Energy, Industry and Mineral Resources from February 2017 to October 2020 to help with the restructuring of the HR department while reporting directly to the General Manager
- Chosen to participate in the Minister of Energy, Industry and Mineral Resources Distinguished Talent Recruitment Program to hire 45 consultants, including collecting data, drafting job offers, and finalizing hiring paperwork
- Nominated to monitor 10 financial accounts for the Minister of Energy, Industry and Mineral Resources and produce regular reports to maximize allocation

Governmental Affairs Staff Advisor – International Relationships Department, Feb 2018 – Aug 2018

- Created agendas, action items, and biographies for meetings in preparation for the Royal Visit in 2018 for H.E the Minister of Energy, Industry and Mineral Resources and the Chairman of Saudi Aramco to the United Kingdom in 2018

Governmental Affairs Staff Advisor – Human Resources Department, Feb 2017 – Feb 2018

- Collaborated with PwC and Company to build a new market-based hierarchy, positions, and salary scale
- Handpicked to take part in Modon's "Assessment for Leadership Roles" project to hire the CEO through self-assessment and CV shortlisting
- Worked closely with Willis Towers Watson to restructure the Saudi Geological Survey's (SGS) Human Resources Total Rewards and Compensations in order to place new hires
- Launched a project with PwC, the Saudi Industrial Development Fund (SIDF), and King Abdullah Petroleum Studies and Research Center (KAPSARC) to hire the most qualified and talented board members in order to improve the effectiveness.
- Review and recommend enhancements existing corporate governance charters and practices for each Board and up to three Board Committees, for the entities mentioned
- Specific attention to be paid to method for measuring Board Effectiveness, as well as the approach for determining CEO performance and linkage to Compensation.
- Design and develop candidates selection criteria based on type of positions

MINISTRY OF ISLAMIC AFFAIRS, DAWAH, & GUIDANCE (MOIA) | Riyadh, KSA

Secretary – HR Department, Dec 2007 – Dec 2008

- Screened and filtered new hire CVs for interviews, in addition to scheduling General Manager meetings

CONTACTS

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- 📍 Riyadh, Saudi Arabia

SKILLS

PERSONAL

- Teamwork
- Communication
- Organization
- Negotiation
- Flexibility & Adaptability

TECHNICAL

- Organizational Development
- HR Operations
- Talent Acquisition/Recruitment
- Pre-Employment Screening
- Contract Negotiation
- Benefits & Compensation
- Payroll Processing
- Process Improvement
- Relationship Building
- Data Analysis & Reporting
- SAP ERP System

LANGUAGES

- Arabic
- English

EDUCATION

THE UNIVERSITY OF TEXAS AT SAN ANTONIO (UTSA)

San Antonio, TX, USA

B.A. in Business Administration & Management, 2016

Relevant Coursework

- International Management
- Managing Human Resources
- Principle of Finance
- Management strategy
- Mngng Efectv Teams & Reslv Cflct
- Principle of Marketing
- Designing Organizations
- Leading Orgs & Mknng Decisions

TRAINING

"Strategic Visioning Workshop," The Grove Consultants International, Riyadh, 2022

"Talent Essentials Program," Saudi Aramco, Riyadh, 2017