

WASAIF MOHAMMD

HR DOCUMENT & RECORDS COORDINATOR

+966 55 080 1613 | Wasaif.m.essa@gmail.com | Jazan - Abha, Saudi Arabia

PROFILE

HR professional experienced in employee documentation, records organization, and compliance support at STC. Skilled in maintaining accurate employee files, coordinating with cross-functional departments, and safeguarding confidential data. Holds a Diploma in Human Resources Management, with working knowledge of Saudi Labor Law and HR platforms gained through both applied coursework and supervised exposure to enterprise HR systems. Recognized for accuracy, discretion, and reliable follow-through on documentation.

EXPERIENCE

Document Coordinator

Apr 2024 – Oct 2025

STC (Saudi Telecom Company)

- Organized and maintained employee files and records for 70+ staff members, using Excel and an internal archiving system for day-to-day tracking.
- Reviewed incoming documents for completeness (required forms and signatures) and alignment with company policy prior to processing.
- Recognized by management for improving the accuracy and consistency of document handling.
- Maintained both electronic (Excel/internal system) and physical archives, supporting faster retrieval across departments.
- Coordinated with departments company-wide to keep employee documentation complete and current.
- Handled sensitive employee data for 70+ staff members in line with internal confidentiality standards.
- Followed along on and supported use of enterprise HR platforms (Oracle HCM, SAP SuccessFactors, MenalTech, ZenHR) under supervision, building working familiarity with HRIS environments.

EDUCATION

Diploma in Human Resources Management

Jun 2025

Jazan University – Jazan Chamber of Commerce

SKILLS

- HR Operations: employee records management, documentation & compliance review, policy development & implementation
- Employee Support: onboarding & orientation, employee relations, performance management support, confidentiality & data protection
- Regulatory Knowledge: Saudi Labor Law and MHRSD regulations; familiarity with Qiwa, Mudad, and GOSI platforms (HR diploma coursework)
- Core Strengths: cross-departmental coordination, report preparation, attention to detail

TOOLS & SYSTEMS

- Used directly: Microsoft Excel (Advanced), internal archiving system
- Exposure under supervision (not independent daily use): Oracle HCM, SAP SuccessFactors, MenalTech, ZenHR
- Project & Task Management: Notion, Trello, Asana
- Data & Reporting: SQL, Power BI

LANGUAGES

- Arabic — Native
- English — Professional Working Proficiency