

TALAL MOHAMMED AL-MAHFOODH

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KSA, Dammam

OBJECTIVE

Seeking an entry level position with your company where I can contribute my excellent skills and experience.

QUALIFACATION HIGHLI GHTS

- ✓ Strong ability to produce results within a team or independently.
- ✓ Utilizing a "take charge" attitude, self-motivation and commitment.
- ✓ Talent for identifying customer needs.
- ✓ Strong interpersonal skills.
- ✓ Team building expertise.
- ✓ Strong communicator.

EDUCATION

- 1997 - 2002 King Faisal University
- Bachelor Degree in Accounting.
- Diploma in strategic human resource development management from Asharqia Chamber 2015.



WORK EXPERIENCE

2001 for 10 Weeks Arabian Drilling Co
Summer training.

2014 – Present
Payroll Supervisor

NABORS ARABIA CO. LTD.



- Handling **4500** employees' payroll for National & TCN, Expat employees.
- Expat & TCN employees payroll processing on bi-weekly and National employee's payroll processing on monthly basis.
- Almost 5 employees are working under my supervision for payroll Entry and we are handling 3500 employees' payroll without having any problem.
- Payroll will send separate payroll spread sheet to the rigs and rig to Prepare employees present days. As per the rig timesheet payroll Clerks will enter the employees time in to the own oracle based Global software called "My Workforce".
- Before the final payroll processing review all the entry and confirm the 100% accuracy.

2012-2014

HR and Admin. Manager



- Writing job description for all employees in my team.
- Involve in all new hire employees interviews.
- Involve in yearly appraisal for all employees.
- I am a member in top management team and participate in yearly business plan.
- Distribute the tasks between the team members.
- Training new employees in my department.
- Guide any team member to overcome any issue.
- Involve personally in solving some problems.
- Receiving and solving employees' personal problems.
- Manage Admin and HR departments in all company branches.
- Create new policy for the company.
- Create new HR net system.
- Until today I manage to increase the percentage of Saudi employees by 15%.



2008-2012 Mohammed Al Mojlil Group MMG

Payroll Administrator

- I was responsible with three others administrators for paying employees' salaries (around **13,000** employees) using SAP system.
- Keep track of working hours to ensure that employees receive the appropriate amount of pay including bonuses and overtime.
- Prepare the payroll for all employees whose working as contractors with Saudi Aramco.
- Solving any issues raised up after transfer the salaries.
- Responsible for issuing all payroll reports.



2003-2008 Saudi Snack Food Co. (PepsiCo international com.)

General accountant

- Main Account in Dammam branch as well as I was responsible for other branches in K.S.A in monthly bases.
- In last year I moved to the head office.

SKILLS

- Ability to solve problems and work individually when required
- Ability to deal with Office Programs & Computer (Excellent).
- Work in SAP System.
- Dealing with internet (Excellent).
- English and Arabic typing (Excellent).
- English (speaking, reading and writing) (very good).

ADDITIONAL COURSES

- Qualified Human Resource Specialist From (Human Resources Development Fund).
- Effective Time Management.
- Two Months English Course, in King Fahad University [KFUPM].
- Training course in GOSI system.