

# Lulwa Ibrahim Al Fawzan

## Government Relations Officer

- [LulwaAlFawzan@gmail.com](mailto:LulwaAlFawzan@gmail.com)
- 0543751680
- Riyadh, Saudi Arabia.

## EXPERIENCE

### MEENA MEDICAL HEALTH COMPANY

#### GOVERNMENT RELATIONS OFFICER (05 JANUARY 2025 – 03 JULY 2025):

- Responsible for processing and carrying out all transactions relating to visas, permits, licenses, registration, liaising with various Government Departments and Agencies:
- Process all types of visas including employment visas.
- Process and renew of permits and licenses including chamber of commerce certificates of registration, civil defense certificate, etc.
- Process and renew of organization's license.
- Be up to date with regard to any changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the Human Resources Department advised of such changes.
- Complete departure and exit formalities for employees with visas.
- Obtain quarterly reports from the labour office and WPS.
- Responsible for Qiwa and Contracts.
- Responsible for Gosi, Muqem, Health Licenses, Taqaat, Tamheer, Data Flow and Ajeer.
- Responsible for handling Labour Complaints.

### INTER-HEALTH HOSPITAL

#### HR OPERATIONS & GOVERNMENT RELATIONS OFFICER (08 AUGUST 2022 - 24 DECEMBER 2024):

- Manage employee attendance and timesheet reports.
- Handle performance evaluations (probation and annual).
- Activate and update health insurance for employees and their dependents.
- Process leave requests (annual, sick, emergency, study).
- Prepare payroll files and final settlements.
- Submit employment contracts via Qiwa and manage job title updates.
- Handle sponsorship transfers for non-Saudi employees.
- Issue and renew Iqamas, update employee records, and process exit/re-entry visas via Muqem.
- Register, update, and remove employees in GOSI, and submit monthly invoices to Finance.
- Manage contract authentication through Riyadh Chamber.
- Authorize recruitment offices via MOFA platform.
- Issue and renew Ministry of Health licenses and assign tasks via Seha platform.
- Submit payroll files through Mudad system.
- Upload monthly Tawteen reports and coordinate Tamheer program.
- Prepare weekly Saudization percentage reports and update the certificates.

## OBJECTIVE

Self-motivated, very passionate in various management, quick learner and flexible approach in planning according to the organization set-up and changing requirements

## EDUCATION

- Bachelor in Social Work / 2019.

## LANGUAGES

- Arabic (native).
- English (Good)

## SKILLS

- Self-Development.
- Work under pressure.
- Proficient in Microsoft Office applications.
- Excellent time management.
- Excellent written and verbal communication skills.
- Ability to research, gather and review information.
- Resourceful problem solver and good listener.
- Dependable and trustworthy.

## REFERENCE

Available on Request.