



SULTAN S ALHARTHI

 Jeddah, kingdom of Saudi Arabia

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PERSONAL DETAILS:

Date of birth: [26.Mar.1989](#)

Nationality: [Saudi](#)

Marital status: [Single](#)



EDUCATION:

2009

Technical College, TAIF City.

3 Years Diploma of Electrical Power.



WORK EXPERIENCE:

Following the procedures of security and safety technicians.

[From: 01st Aug 2019 To 19th Dec 2019: \(HR SPECIALIST \)](#)

MOHAMED YOUSUF NAGHI MOTORS – JEDDAH.

[From: 01st Nov 2018 To 31st July 2019: \(HR SPECIALIST \)](#)

- Recruitment analysis (to review and apply the recruitment request).
- Benefit and compensation analysis including GOSI , salaries and leaves.
- Analyzing the end of service benefit.

[From: 24th Feb 2014 To 31st Oct 2018: \(Administrative Coordinator\)](#)

AL JAZIRAH VEHICLES FORD – JEDDAH.

- Supervision of expenses process.
- Supervision of building maintenance for all of Al Jazirah vehicles' showrooms and branches in west of Saudi Arabia.
- Research & analyzing the offers of procurement department for prober acknowledgment.
- Representative of AlJazirah vehicles for Saudi Telecom company for construction, cancelation..Etc. work.
- Supervision of employee's personnel for housing.
- Manager project assistant (site supervision).
- Generating the monthly reports for management review and evaluation.
- Gatekeeper for purchasing order for Al-Jazirah vehicles for west of Saudi Arabia.

[From: 10th Oct 2010 To 20th Feb 2014: \(Electrical Technician\)](#)

SAUDI BINLADIN GROUP: (King Saud Medical City Project – Jeddah).

- Supervision of building, failure inspection and troubleshooting.
- Supervision work of internal electrical cables installation of buildings
- Auditing the external electrical maps.



Training & Development:

- Electrical Technical drawing .
- Safety and security.
- Effective communication skills.
- Microsoft excel



SKILLS:

- Communication skills.
- Customer service.
- Administration Skills.
- LeaderShip skills.