

ABDULAZIZ ALSHEHRI

HUMAN RECOURSES SPECIALIST

CONTACT INFO

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EMAIL

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LOCATION

Ar Raudah , Ar Riyadh , 13213 , Saudi Arabia .

PERSONAL STATEMENT

Human Recourses specialist with (two years) experience, Seeking to apply my acquired knowledge and skills within competitive work environment that enhances my ability to progress, and to fulfill my passion for gaining experience and skills.

PROFESSIONAL EXPERIENCE

May-2021 -

JoodFM

Human Recourses specialist and administration

1- Responsible to Filing Position from posting and advertising Job opportunities, Interviewing Candidates, Preparing Job Offers and Contract.

2- Processing documents related to time, attendance activities.

3- Processing and maintain all Government related, Iqama Renewal, scopes, Qiwa, Jawazat, wage protection, contract authentication.

4- Calculate and maintain annual leave end of service record.

5- Administer health and life Insurance

Dec-2020 -

Hafawah

Dec-2020

Event Organizer

Organizing VIP guest section

- Sep-2019 - **International Innovative Industrial**
- Sep-2020 Human Recourses specialist
- 1- posting and advertising Job opportunities.
 - 2- Interviewing Candidates.
 - 3- Preparing Job Offers and Contract.
 - 4- Processing documents related to time, attendance activities.
- Apr-2019 - **Maximum**
- Apr-2019 Event Organizer

EDUCATION

- Jun-2017 - **Institute of public administration**
- May-2019 Human Recourses Management , Diploma
GPA 3.63
- Nov-2013 - **INTERLINK Language Center**
- Dec-2015 English , Language Certificate

SKILLS

Microsoft office | Proficient

**Communication s
kills** | Advanced

LANGUAGES

Arabic | Native

English | Intermediate

CERTIFICATES

01-01-2019 **freelancing culture**