

WAHEED SARAAN

Riyadh City

Mobile : 0551109097

waheedsaraan@gmail.com

CAREER SUMMARY:

Human Resources Specialist focused on developing efficient processes using knowledge of recruiting, employee relations , training and development. Highly efficient and well established in administrative environments that are fast - paced and challenging . Currently pursuing Bachelor of Science degree in Business Informatics.

WORK EXPERIENCE:

HR Specialist:

HR SPECIALIST (RECRUITMENT DEP) • ALSALAM AEROSPACE INDUSTRIES •

2014 TO PRESENT

- Responsible about all local recruitment process.
- Monitoring all the job posting at the company career page.
- Responsible about new hire orientation.
- Updating job descriptions.
- Conduct the exit interviews and analyze the data in periodic reports to reduce the turnover rate.
- Participate in creating training programs then put plan to hire the best of the trainees.
- Prepare reports related to local and global recruitment, and training.
- Works on GOSI website (registration, exclusion)

SECURITY GUARD:

SECURITY GUARD • ALSALAM AEROSPACE INDUSTRIES •

2006 To 2014

EDUCATION:

EXECUTIVE SECRETARY DIPLOMA • 2008 • CHAMBER OF COMMERCE IN RIYADH

GRAD: Excellent

Highschool • 2000 • IMAM GUWANI SCHOOL

COURSES AND TRAINING:

- Safety Management System (SMS)
- Supervisory Skills Introduction to People Management.
- Effective Communication.
- Developing positive Attitude.
- Executive Planning (Ethrai)
- Administrative supervision (Ethrai)
- Finance for non-financials