

YASER AHJERAT

SUMMARY

Accomplished professional skilled in recruitment, training and development techniques. Communicates and collaborates well to forge positive working relationships. Committed to progressing staff for enhanced business efficiency.

EDUCATION

Institute of Public Administration (IPA), Dammam
Diploma, Human Resources Management, 01/2020

WORK HISTORY

HR GENERALIST 02/2022 to Current
Rima Residence, Khobar

- Planned, organised and managed recruitment and selection processes, consistently meeting budget targets and recruitment goals.
- Created professional templates for offer letters and employment contracts.

SENIOR SALES ASSOCIATE 11/2020 to 01/2022
Hamad Mohammed Alrugaib, Khobar

- Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities.
- Explained information about quality, value and style of products to influence customer buying decisions.

HR COORDINATOR (COOP) 08/2019 to 02/2020
Saudi Aramco, Dammam

- Employed gap analysis to identify courses training needs and apply corrective action.
- Organised regular engagement activities, including social events and wellbeing initiatives.

SUPERVISOR-(PART TIME) 11/2018 to 01/2020
Izumi Restaurant, Qatif

- Managed staff rotas, planning workloads effectively.

CERTIFICATIONS

- Experience Certificate from Saudi Aramco -Dammam (2020)
- Experience Certificate from Hamad Mohammed Alrugaib Co.- Khobar (2022)
- Six Sigma -Khobar (2019)
- English Course-Toronto (2017)

SKILLS

- Fluent in Saudi Labour Law, GOSi, Mudad and Qiwa
- Compensation and benefits
- Microsoft Office
- Problem-solving
- HR policy development
- Marketing