

Nawaf Alshammari

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ABOUT ME

With a strong base of knowledge about HR policies and procedures, looking to be a part of the HR team as a HR operation to provide excellent support with almost 2 years' experience

EXPERIENCE

2022

TALENT ACQUISITION SPECIALIST, KHALIFA AL MELHEM GROUP - KAMCO

Creating Campus recruiting by Google forms, filtering candidates through Excel sheet, conduct the applicants and check them availability duo creating seclude screening salary, experience, and English of level, and when they can join us, Outstation and locally recruiting process, conduct agents musand , tqaull such GCC, FSS - recruiting for all, design graphics for job-posting, work with **Group HR Director closely**, determine workforce plane , job titles, and salary range, coordinator of government actions regarding candidates.

04/2022 – 08/2022

RECRUITMENT COORDINATOR, JAL HUMAN RESOURCES COMPANY (MANPOWER)

A good hunter for those particular skills such as managers, supervisors, or regular employees, especial persuasion for those reject our offers, professional communicate with candidates, arrangement the interview with our client's candidates, reschedules the interviews client's candidates, filtering our client's requests such as SABIC, S-chem, Maeeden...etc. Coordinator recruitment process regarding by increase recruiter-to-sales through providing good candidates to our clients.

07/2021 – 01/2022

HR SPECIALIST TAMHEER, ZAMIL OFFSHORE SERVICES COMPANY

- **Recruitment:** Job-posting, Filtering CV, Conducting with candidates, Creating shortlisted, Receives needs number hiring of departments, Initial interview, Second interview, negotiation salary, Prepare contracts, using contract by mailings as develop.
- **Employee relation:** Manage disciplinarians, Termination, Investigations, Resolving employee disputes and complaints, Handling resignations, Balance vacations salary, Dedicated salary as disciplinary, all of them according Saudi labor law.
- **Organizational development:** Receives performance appraisal forms, Analyzing the performance appraisal by Excel sheet Create a shortlisted to verify achieve the target A or B, Submit performance appraisal to OD officer, feedback.

EDUCATION

2020 - GRADUATED

University Degree, **KING FAHD UNIVERSITY - DCC**

Major: **Human Resources Management**

SKILLS

ADMINISTRATE HUMAN RESOURCES – SHRM
HR BUSINESS PARTNER – LINKEDIN
EMPLOYER BRANDING TO ATTRACT TALENT – SHRM
ORACLE HCM

SUCCESSFULLY POSSESS LINKEDIN MICROSOFT EXCEL
SUCCESSFULLY POSSESS LINKEDIN MICROSOFT WORD
SUCCESSFULLY POSSESS LINKEDIN MICROSOFT POWERPOINT

ACTIVITIES

2022 - HRCI – (PHR – SPHR)

2022 - GLOBAL EXECUTIVE MASTER, LONDON EXECUTIVE EDUCATION ACADEMY (LEEA)

2022 - SAP – ERP & HCM PROGRAM TRAINING