

ABDURAHMAN MOHAMMED AL - SHEHRI

Qortoba, Riyadh

KSA

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Career objective:

- Seeking a challenging position in a reputable company or Authorities of governments to integrate my knowledge and utilize my capabilities to develop my personal skills and improve my career path with experience in HR more than 7 years.

Education:

- July 2010 **Business Administration, King Khalid University**

Professional Experience

- **IFFCO Group** **“HR regional Supervisor central & north KSA”**
From Dec 2014 till now.

- Acting as the first point of contact for any HR issues.
- Writing contracts of employment and sending out offers of employment.
- Updating, maintaining and auditing of personal data for all the employees.
- Dealing with general HR issues such as annual leave, sick leave, clearance, exam leave, timesheets, etc. on a daily basis.
- Implementing disciplinary action (when necessary).
- Supporting in payroll implementation and advising staff on remuneration packages.
- Encouraging diversity and promoting equal opportunities in the workplace
- Responsible for managing the administration of the new joiner’s process ensuring that necessary work permit, Resident ID cards, Family Visa etc. are processed.
- Develop plans to hire Saudis in leadership positions as sales, finance, supply chain, etc.
- Monitor performance of new employees.
- Preparing the final settlement of the employees for end of service.
- Government relations: Ministry of investment, courts, customs etc.
- Knowledge on the KSA ministry of Labor Law.

- **AL Safi Danone :** **“ Sales Supervisor”**
From Dec 2011 till Dec 2013

- Preparing Daily reporting reports and Monthly achievement etc, also annually.
- Handling sales, distribution and below the line promotions for consumer products division across territories.
- To cover key accounts both retail and wholesale with a focus to increase business and handle all promotion activities with distributor including dealer meets, end user meets and influencers.
- To lead a team of sales representative and sales supervisor to build and increase business.

Courses & Certificates

- **Computer Certificates** (Al Alamyia institute word-access and excel).
- **Training certificate** from **ALBILAD** Bank period 3 months.
- **Leadership skills certificate** from **ALSSAFI DANONE** company.

Computer Skills:

Excellent knowledge of:

- Microsoft Office Package.
- Internet applications.

Language Skills:

Arabic: Mother tongue.

English: Good speaking and writing.

Interpersonal Skills:

- Have an academic background in business areas such as business intelligence, electronic commerce, business information system, and communication technology.
- Communicate successfully in the multicultural and rapidly changing environments.

Personal Information:

- **Date & place of Birth:** January -1988. **Saudi Arabia.**
- **Nationality:** Saudi. - **Marital Status:** Married.