



ABDULAZIZ ALKHALDI

HUMAN RESOURCES

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable employee experience. I Started my job while I was student and I learned a lot about time management and work under the pressure.

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment , as well as independently
- The ability to work under pressure and multi - task
- The ability to follow instructions and deliver quality results
- Familiar with the Microsoft office tools .
- Arabic -Native
- English - Fluent

GET IN TOUCH WITH ME

Saudi Arabia, Riyadh
Email : Abdalziz.228@icloud.com
Cell : 0544686228
LinkedIn :
<http://linkedin.com/in/abdulaziz-mohamed-alkhalidi-a601961ab>

WORK EXPERIENCE

HR Coordinator

NOZUL Real Estate Marketing | Apr 2021 - Present

- Reported to the Director of HR
- Learned the basics of HR practices and employment law
- Completed administrative projects with minimal supervision, handled confidential records and business material and maintained a high level of confidentiality
- Mastered computer skills. Improved team morale by resolving Take care of any employment application from departments, search for CVs, and conduct interviews

Human Resources intern

DALLAH hospitals | Jan 2020 - Mar 2020

- Fully covering the recruitment function, by understanding the hiring cycle, from searching for the ideal candidates to phone screening and interviews.
- Have on hand experience on the L&D activities.
- Working closely with the payroll team and solving the employees inquiries regarding their salaries and vacations.

PATIENTS SERVICES COORDINATOR

DALLAH hospitals | Jul 2019 - Mar 2021

- Warmly greeting the patient as the first point of contact representing the hospital image and brand.
- Collect payments from the patient.
- Verifying and updating patient's demographic information, and insurance information.
- Scheduled and rescheduled appointments in person and via phone.

TRINING

- Modern practices in human resource management
- Introduction to Strategic Planning for Human Resources
- The foundations of Human Resources management
- Secrets For Successful Interview

PREVIOUS EDUCATION

King saud university
Diploma in Human Resources management
| 2020