

Abdulaziz Bin Aqif

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OBJECTIVE

To carve a niche in the corporate world by envisaging innovative concepts, methodologies and tools of communication to facilitate better Human Resource functions, better administration and Management in the organization.

QUALIFICATION

High School in Science Section

Diploma in IT Programming for 2 Years

PROFESSIONAL TRAINING

- HR & Administrative Development Consultant
- Project Management PMP
- The foundation of HR Management
- Introduction to HR Function
- Fundamentals and Principles of Financial
- financial Accounting
- Stress Management In workplace.
- Culture of Telework Technically
- Culture of Telework Administratively
- Labor Education according to Saudi Labor Law.
- Leadership Essential
- Introduction to strategic Planning for Human Resources

SKILLS & LANGUAGE

- HR Policies and Procedures
- Employment Law
- Staff Recruitment and Retention
- Benefit Administration
- Training and Development
- Employee Relation
- Understand spoken information. (Excellent)
- Speak clearly so listeners can understand. (Very good)

WORK EXPERIENCE

- **Work Experience (As assistant Manager for Administrative Affairs for 3 Years in Arabian Food Supplies Company from May 2011 till June 2014.** (Working in Recruitment, Employee affairs, GOSI, Labor Office, Passport, Govt. sector, Project, Contracts, Vehicles and Insurance)

- **Work Experience (As HR Manager in System House Factory for Electrical Panels Co. starting from Jun 2014 to till date)**
 - Recruitment
 - Personnel
 - Strategy & Rules
 - Increment and Bonus
 - Payroll and Attendance
 - Vacation and Final exit
 - Medical Insurance
 - Training and Orientation
 - Service and Support

PERSONAL DETAILS

- Date of birth : 11/04/1405H
- ID No. : 1072415480
- Nationality : Saudi.
- Marital status : Married
- Religion : Islam
- Languages known : Arabic, English