

# Abdullah Al-Khelb

## Contact

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**Address:**

Riyadh ,Alyasmeen

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+966 505 3040 66

**Email:**

Abdullahalkhelb@hotmail.com

## Languages

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Arabic – Native

English – (8 - 10 )

## Summary

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A Human Resources Specialist Who has excellent knowledge in Saudi labor law and Both Operation and Recruitment Experience.

## Skill Highlights

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- Team Player
- Flexible
- Speaker
- Hard worker

## Experience

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**Ministry of Industry and Mineral resources**

**Human Recourses Coordinator**

**Aug2020 - Present**

**Samba Financial Group. (Coop)**

**Recruitment assistant**

**Nov 2019 – Apr2020**

**Arabian shield Insurance co. (Trainee)**

**HR Specialist**

**Jul2018 - Aug2018**

## Education

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Diploma of Human Resources Management

Institute of public administration

## Accomplishments

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- Employee's Handbook-(Samba)
- Created an Employee Evaluation System-(IPA)
- Establishment Team-(MIM)