

ABDULLAH ALAHMED

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A professional Senior Recruitment Advisor with 10 years of experience, active planning, and result – oriented skills. I am aiming to obtain a new challenge in a Human Resources field, where I can apply my experience and skills to support achieving the company’s goals.

EXPERIENCE

JANUARY 2019 – CURRENT

SENIOR RECRUITMENT ADVISOR, SAWAEED COMPANY

- Source for resumes from company databank and other job portals.
- Analyzing and short listing resumes as per the requirements of the hiring department.
- Screening and testing, if applicable, potential candidates.
- Processing reference check on final candidates.
- Reviewing final hiring paperwork for accuracy and completeness.
- Submitting offers to candidates and following up until placing.
- Responsible to review, update and share proper recruitment status report.
- Performs various tasks as assigned.

JANUARY 2018 – DECEMBER 2018

SENIOR RECRUITMENT ADVISOR, INGEUS LIMITED COMPANY

- Handed employee affairs.
- Scheduled orientation for new hires.
- Human resources affairs, and training.
- Corresponded, and communicated with other departments.

JULY 2014 – DECEMBER 2017

RECRUITMENT ADVISOR, INGEUS LIMITED COMPANY

- Effectively manage a caseload of clients; monitoring, reviewing and reporting activity and outcomes in line with organizational and project targets.
- Participates in outreach and recruitment events; develops strategies to recruit new clients.
- Develop and deliver a range of practical services to meet clients’ needs including career guidance, individual coping techniques or work coaching, and practical assistance in seeking and securing work.

MAY 2013 – JUNE 2014

ADMINISTRATOR, INGEUS LIMITED COMPANY

- Sorting and distributing incoming post and organizing and sending outgoing post.
- Liaising with colleagues and external contacts.
- Manipulating external and internal data.

JANUARY 2014 – FEBRUARY 2015

ACCOUNTANT “PART TIME”, COLD AIR TECHNOLOGY

Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.

SEPTEMBER 2010 – MAY 2013

CUSTOMER SERVICE, DIAMOND SEA JEWELRY

- Make product recommendations or services to customers based on their needs and preferences.
- Follow communication guidelines, policies and procedures.
- Ensure customers are satisfied with their purchases or service.
- Inform existing customers of promotions and deals.

JUNE 2007 – FEBRUARY 2009

CUSTOMER SERVICE, DIAMOND SEA JEWELRY

Providing helpful information, answering questions, and responding to complaints.

TRAINING

APRIL 2016

Getting Organized, INGEUS LIMITED COMPANY

APRIL 2016

THINKING STYLES, INGEUS LIMITED COMPANY

MARCH 2016

HANDLING DIFFICULT PEOPLE, INGEUS LIMITED COMPANY

MARCH 2016

**BODY LANGUAGE – INFLUENCING OTHERS, INGEUS LIMITED COMPANY
2016**

**CERTIFICATE FOR VALUABLE TEAMWORK AND OUTSTANDING
PERFORMANCE**

2016

Certificate for the outstanding performance and great efforts in supporting the team and being

INITIATIVE TO HOLD EXTRA RESPONSIBILITIES

2015

Certificate for the outstanding performance and great efforts in supporting the team and being

INITIATIVE TO HOLD EXTRA RESPONSIBILITIES

2013

INFLUENCING SKILLS, MEIRC TRAINING & CONSULTING

2013

CERTIFICATE FOR OUTSTANDING PERFORMANCE AND GREAT EFFORTS

APRIL 2012

WORK ENVIRONMENT, CHAMBER OF COMMERCE

MARCH 2009 – AUGUST 2010

ENGLISH COURSE, LIVERPOOL INTERNATIONAL LANGUAGE ACADEMY

EDUCATION

JANUARY 2013

ASSOCIATE DEGREE IN EXECUTIVE SECRETARIES, INSTITUTE OF PUBLIC
ADMINISTRATION

GPA: 3.68 out of 5

SKILLS

- Time management
- Working under pressure
- Multi-Tasks
- Team work
- Communication skills
- Motivated
- Leadership
- Problem solving
- Data sourcing
- Data analysis
- Excellent software (Word, Excel and PowerPoint)

ACTIVITIES

❖ Internal JPC support

- Design and implement automated reporting dashboards to track key business metrics.
- Analyzing and reviewing the data in Dammam job placement center, reports generation and data integrity. Also, provide the required reports needed for internal and external use in a timely manner with special focus on the requested requirements from the client or other departments.
- Examine the system and external reports for proper functioning to ensure the accuracy of results.
- Keep pace with research, standards and codes and introduce best practice in quality testing on the operational sites, and client's requirement.
- Perform required audits to achieve the business goals and objectives.
- Provide first-level contact and problem resolution for the team with hardware, software and applications problems. Resolve as many user-reported problems as expertise permits using available tools and following procedures and policies for the handling of support cases.