

Abdulrahman Fahad Albusayyis

 Riyadh

 +966555497182

 Af.albusayyis@gmail.com

Education

- Diploma of the College of Technology - Specialized in Environmental Protection.
- High school - scientific

Courses

- Recruitment skills and interview preparation.
- The Saudi Labor System.
- Course on employment skills and personal interviews.
- First Aid Course.
- Human resource Specialist skills.
- Human resource management.
- Saudi money course and Nitaqat.
- Course in (SAP) system.
- Program in introductory introduction to strategic planning for human resources.
- The program of the series of building self, self-esteem and effectiveness.
- Computer course (Microsoft Excel).
- English language course from the British Council Institute.
- Applied course at the General Secretariat for Environmental Health.
- Road to the job market course.

Skills

- Speed in completing tasks.
- Good communication with everyone.
- Working under pressures and hardships.
- Self-development.
- Seriousness and attendance in working hours.
- Time management.

Experiences

- Human Resource specialist at the National Company for Industry, I'm still working to date. Tasks:-
 - ▶ Approving vacations and tickets and ensuring the correctness of their balances.
 - ▶ Approval of requests for return from vacation.
 - ▶ Approving business trip requests and following up on reservations.
 - ▶ Approving requests tickets for employees' families and ensuring their entitlement.
 - ▶ Approval of authorization requests.
 - ▶ Work on the attendance and departure system and justifications.
 - ▶ Approval of resignations, action and compensation for the remaining vacations balances in his balance.
 - ▶ Approving the employee's service termination requests and ensuring the correctness of the procedure in accordance with the company's policy and the Saudi labor system.
 - ▶ Approving the end of service interview from the system and ensuring its existence for every employee resigned from the company, and attaching it to the employee's file.
 - ▶ Issuing letters and definitions to employees.
 - ▶ Sending the contract renewal form to the employee's management three months before the end of the contract and renewing or terminating the contract according to the approval of the authorized person.
 - ▶ Sending the evaluation of the probationary period to the employee three weeks before it ends.
 - ▶ Approving the employee's clearance and ensuring that all concerned departments approve it.
 - ▶ Requests for additions and deletions to medical insurance.
- Recruitment officer in the National Company for Industry from 16/06/2013. Tasks;-
 - ▶ Organize all employment documents and forms, such as resumes, job offer.
 - ▶ Employment application form etc. before and after joining, arranged according to specific criteria for selecting suitable applicants in appropriate location.
 - ▶ Communicate and coordinate with universities, colleges and institutes in the region, global and local recruitment companies, and organize appropriate advertisements in newspapers and other means for the vacancies required to obtain the best suitable applicants.
 - ▶ Coordinate with assigned strategic business unit for any hiring procedures.
 - ▶ Complete the documents required for employment, prepare work contracts and obtain the necessary approvals.
 - ▶ Enter the candidate data in the SAP system and the General Organization for Social Insurance.
 - ▶ Gather all necessary documents related to the potential candidate and save them to file storage.
 - ▶ Propose or develop procedures employment policies and ensure safety.
- Government Relations Coordinator at Al-Mawared Food Supply Company from 21/08/2010 to 10/11/2012.
- Sales supervisor at the Kwality for Ice Cream Company from 24/08/2009 to 30/06/2010.