

ADNAN ALI ALMARZOOQ

Recruitment Manager - HR

PROFILE

Eastern Province
AlQatif/AIAujam

Birth Date - 28/4/1978

Nationality - Saudi

Marital Status – Married with 2 children

Years of Experience - 22 Years

CONTACT

PHONE:
966506803945

EMAIL:
0506803945a@gmail.com

LANGUAES:

Arabic - Native Speaker
English - Trainee

EDUCATION

High Diploma | Dammam Technical College From 1999 to 2001 I have a High Diploma from Dammam Technical College in the field of Electrical Power Installations with a cumulative GPA of 3.69 and (Good) grade. The following are the courses I completed at Jeddah International Computer Center:

- Windows Operating System with a good grade - 40 hours
- Data Entry with a very good grade - 120 hours
- English language - 40 hours
- Microsoft Office Programs - Word, Excel, PowerPoint
- Internet use: Good experience in browsing and ability to search
- Computer language - C and Java

Other courses:

- First Aid Principles course held at the Red Crescent Society in 1426 AH
- Training course in the field of electricity held at Zamil Plastic Factory during the period from 16-10-1420 AH to 22-01-1421 AH

WORK EXPERIENCE

- **Recruitment Manager in Security Sector – TNS Saudi Security Service Provider.**

From 25/12/2004 to 2/5/2023.

I worked as an administrative assistant, then progressed to a human resources coordinator position, and later on, I advanced to become a recruitment manager in the security sector for security services. I have extensive knowledge of the Ministry of Labor's regulations and the ability to recruit the required number of personnel for projects. I have been doing this for about 19 years.

- **Data Entry | Ali Ahmed Al-Marzouq Establishment |** From 01-02-2003 to 31-01-2007

Worked as a data entry operator for 4 years.

- **Data Entry | Mansour & Abdullah Mohammed Al-Marzouq Company |** From 01-01-2000 to 31-03-2000

Worked as a data entry operator for 3 months.

- **Electrical Assistant | Raymond Arabia Ltd., Saudi Arabia |** From May/2001 to October/2002

Worked in the field of electrical assistant for underground cable extensions.

PROFESSIONAL EXPERIENCE

- Recruiting candidates through social media channels such as WhatsApp groups, Twitter, Telegram, and Snapchat, and

cooperating with entities such as Taqat, Bab Rizq Jameel, and the Eastern Chamber of Commerce.

- Communicating with candidates regarding available opportunities and scheduling interviews according to priority.
- Ensuring that the required numbers of employees for projects are met.
- Issuing administrative decisions for employees (leave, resignation, termination, clearance, issuing employee work cards, completing employment requirements for applicants, in accordance with the laws of the Ministry of Labor System).

PERSONAL SKILLS

- Customer service etiquette and ethics.
- Ability to handle pressure independently.
- Ability to work as part of a team.
- Sense of responsibility towards work.
- Strong communication skills.