

Afnan Waleed AlRashed

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OBJECTIVE :

Organizing the internal policies and procedures of the Start UP company and achieving a balance between the needs and objectives of both the company and the human capital in terms of building strategies and skills that help document and improve procedure.

EDUCATIONAL QUALIFICATIONS :

- ❖ Diploma of Human Resource Management (HR) – RIYADH . **JUN 2019 – APR 2020**
- ❖ Bachelor of Science General Biology, Princess Norah Bint Abdulrahman University – RIYADH .
JUN 2019 – APR 2020

PROFESSIONAL EXPERIENCE :

Company : Eitinaa Human Resources Company and Eitinaa Logistic Co. | **Position:** Senior HR Specialist | **Period :** April 2021 – Current

Job Role:

- Managed Recruitment process by posting job ads, filtering applications , scheduling interviews, assisting in interview process and drafting offer letters .
- Procedures Prepares staff Onboarding.
- Responsible and delegate for all electronic gates including social Insurance Health , GOSI, Mudad, Qiwa, Muqem , Ajeer , MOL and all Government Relations & Site.
- Processing Payroll, uploading wages protection files, uploading wages protection files.
- Preparing a list of work organization.
- Preparing HR policies and procedures documents .
- Employee relation, contracts, compensation, and benefit.
- Managing day-to-day operations of the human resource department of a company_.
- ERP System .

PRACTIC AL EXPERIENCE :

Company : Management Consulting Co. | **Position:** Assistant Consultant | **Period :** OCT 2020 - MARCH 2021 .

CERTIFICATIONS :

- . Governance Courses. . Public relations strategies and fundamentals. . Strategic planning course.
- . Strategic planning course. . Project Management Professional Course (PMP).
- . A course in building administrative and organizational structures and regulations.

LANGUGES: English (working proficiency) & Arabic (Native) .