

# ALHASSAN HALAWANI

## TALENT ACQUISITION SPECIALIST

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### PROFILE SUMMARY:

A professional responsible for sourcing, attracting, and interviewing prospective employees to find the perfect match for a company's goals. Strongly dedicated and resourceful Talent Acquisition Specialist with an excellent record of identifying and placing superior job candidates. Adept at networking with a variety of in-person and online personnel sources. Able to function superbly with little to no supervision or as part of a hiring team.

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### EDUCATION:

**Diploma Human Resource 2011**  
**King Saud University.**

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### PROFESSIONAL SKILLS:

Extensive recruiting and applicant tracking system experience. Excellent abilities in ongoing workload management. Strong proficiency with Microsoft Office applications. Exceptional skills in creative problem-solving. Outstanding multitasking abilities. Superior written and oral communication skills. High analytical and reasoning abilities.

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### WORK EXPERIENCE:

**Talent Acquisition Specialist Jul-2021 to Present**  
**Abyat KSA - Riyadh**

- Carrying out all recruitment tasks from creating a job description and searching for the required competencies by all available means. Sorting applicants, conducting job interviews, selection and appointment, in addition to carrying out administrative work.
- Submitting monthly employment reports, reviewing resignations, and determining reasons.
- Implementation of works and application of procedures for the performance process during the annual trial and performance period.
- Collecting and reviewing attendance and departure data.
- Work on processing salary variables.
- Preparing salary reports.
- Benefit from government support programs (Tawteen).
- Work on government programs (extensions - powers - social insurance - Ministry of Foreign Affairs - Ministry of Commerce).

## **Talent Acquisition Specialist . Oct-2013 to Jun-2021.**

### **Alaraibiah Oud, Riyadh.**

- Carrying out all recruitment tasks from creating a job offer and searching for the required competencies by all available means.
- Preparing and drafting job contracts, checking them, and preparing the necessary files for the employee after signing the contract.
- Registering employees, terminating their services in social security, reviewing the departments concerned with work injuries and following up on the necessary compensation
- Registering employees in the Human Resources Development Fund, in addition to issuing and reviewing the invoice.
- Working on medical insurance through (adding - deleting - upgrading insurance).
- Reviewing internal policies and regulations and applying them in line with the Ministry of Human Resources.
- Oversee the day-to-day HR operations and measure performance against set KPIs.
- Maintaining and updating all personnel records and papers in the Human Resources Information System.
- Compile and submit HR operational reports according to schedule to the Manager Human Resources .

## **Human Recourse Specialist. Jun-2013 to Spe-2013.**

### **Network Operation , Riyadh**

- Carrying out administrative tasks related to internal transportation procedures and letters, and the definition of salary, advances and vacations.
- Issuing internal circulars based on the directives of the higher management.
- Follow up on attendance and leave, check medical excuses, etc.
- Follow up and audit employee records and provide the required data.