

# ALI MOHAMMED ALTURKI

HR & Recruitment

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Seeking a Human Resource position at a reputed company where I can continue my career and develop my skills while achieving company's goals.

## PROFESSIONAL PROFILE

I am graduate in Associate of **Human Resources Management** from **Institute of Public Administration**, Dammam, SA and having more than 2 years of professional experience as HR Specialist in Saudi Arabia. Currently I am continuing my career with **Gulf Haulage Holding company as HR Recruiter**.

## CORE SKILL

- Good Communication
- Managing and Developing relationship with Employees
- Quick Learner
- Time Management
- Flexibility

## HIGHLIGHTS

- Recruitment Expert
- Familiar with ERP application named **Enfinity**, A Microsoft based HR software.
- Expert in **Microsoft Excel, Word, and Power Point**
- Employee file Management.

## WORK EXPERIENCE

2021/11 - Present

**GULF HAULAGE HOLDING CO.**



Dammam City.

It's a group of companies under the gulf haulage holding umbrella focused in equipment, heavy transportation and lifting industry, rig move, etc.

**HR Junior Recruiter**

### MAJOR JOB DUTIES & RESPONSIBILITIES

- Responsible for End-to-end recruitment cycle, local and overseas.
- Making agreements with the Ministry of Human Resources.
- Control, maintains, and update manpower plan and prepares related monthly and weekly reports.
- Coordinate with local and overseas recruitment campaigns to close all vacancies under the supervision of the HR Manager.
- Liaises with approved recruitment agencies for supply of manpower.
- Draft employment offer letter and contracts for selected candidates.

- Screens applicants for basic compliance with position qualifications, summarizes CVs for easier evaluation by the departmental heads.
- Meets walk-in applicants, collects and assesses CVs.
- Ensure all vacancies are filled with suitable candidates within the targeted time.
- Coordinate manpower planning process and maintain manpower records.
- Interview candidates up to supervisors' level and provide feedback to the HR Manager.
- Ensure all recruitment policies, procedures and techniques are adhered to within group and recommend improvements.
- Forwards collected CVs to the concerned departmental heads for evaluation and interviews.
- Conducts new employee orientation and appraises employees of benefit options.
- Maintains an active and organized data bank of applicants for various positions.
- Directly reporting to the HR Manager of the Group
- Handling the Medical Insurance process for the employees (Adding/ Deleting for new and resigned employees).
- HRDF ( Adding the new employees, Follow up)

2020/02 – 2021/11

**ALGHANIM INTERNATIONAL SAUDIA & DANAH ALJUBAIL HOTEL**



Industrial City, Al Jubail

Is a company focused in constructing and operating of commercial building like Marina, Mall, Five-star Hotel, Residential apartment, Retail Shops etc.

**HR Specialist**

**MAJOR JOB DUTIES & RESPONSIBILITIES**

- Source CVs of qualified candidates from various sources LinkedIn, Bayt, social media, HRDF.
- Create and post job openings in social media and platforms.
- Screen resumes and employment applications.
- Conduct initial interviews telephone or in person.
- Coordinate and schedule in person/online interviews and tests for potential hires.
- Make hiring recommendations upon eligibility criteria.

- Ensure all vacancies are filled with right talent within target timeline.
- Provided/Prepare offer letter and employment contract.
- Arranging the joining formalities for new employees.
- Facilitate and train all new hires and responsible for new employee orientation, processed all documentation for new hires and terminations.
- Received all employees' requests such as loans, vacations, personal requests and handle it according to company policy.
- Follow up the attendance.
- Preparing End of Service Benefits for the Employees.
- Handling the Medical Insurance process for the employees (Adding/ Deleting for new and resigned employees).
- Handling TAMHEER Program and Trainees
- Gosi (Adding / Deleting for new and resigned employees/updating salaries).
- Mudad (Contract Authentication, Upload employees' wage files)
- Qiwa ( Saudization rate , Transfer of employees , Ajeer )
- Tamm (License Renewal-Violations-Authorizations).

2019

**Saudi Arabian Engineering co. Ltd (Rezayat Group)**

2<sup>nd</sup> Industrial City, Dammam.



Saudi Arabian Engineering Company is a Saudi company Specialized in rehabilitation, revamping, retrofitting, repair, refurbishment, and relocation of major equipment for power plants, process plants and other industries.

## HR Specialist

### MAJOR JOB DUTIES & RESPONSIBILITIES

- Total knowledge of Tamheer program (On The Job Training).
- Updating employee information in the system.
- Attract applicants by placing job advertisements through various career websites
- Assist the recruitment process (Advertising jobs, Sourcing candidates, Screening interviews, Shortlisting).
- Following up with managers on 3 months' probation period expiry.
- Checking employee attendance.

## EDUCATION

Successfully completed graduation in **Human Resources Management** with cumulative GPA of 4.42 / 5.00 from **Institute Of Public Administration**, Dammam, SA.

## COURSES & TRAINING

- Recruitment And Selection/ Institute of Public Administration 2021/03.
- Labor Education according to Saudi Labor Law/ Doroob 2020/04.
- Introduction to Human Resources Functions/ Doroob 2019/10.
- Introduction to Strategic Planning for Human Resources/ Doroob 2019/10.

## PERSONAL DETAILS

Gender : Male  
Nationality : Saudi  
Languages Known : Arabic & English  
Health Status : Good  
Marital Status : Single  
Hobbies : Learning new knowledge and information's.