

ALI AL TURKI

Human Resources

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Eastern Proince,SA

SUMMARY

Seeking a Human Resource position at a growing company where i can continue my position develop my skills while achieving my company's goals.

EXPERIENCE

Hr Coordinator-Recruitment

Alghanim International General Trading & Contracting Co. W.L

02/2020 - Ongoing | jubail industrial city

General Trading & Contracting Co. W.L.L.

- Create and post job openings in social media and platforms.
- Source CVs of qualified candidates from various sources (Linkedin, Bayt, Social Media, HRDF).
- 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. provided/Prepare offer letter and employment contract.
- Arranging the joining formalities for new employees
- Handling the Medical Insurance process for the employees(Adding/ Deleting for new and resigned employees).
- GOSI (Adding / Deleting for new and resigned employees/ updating salaries).
- TAMM(License Renewal-Violations-Authorizations).

Hr Specialist

Saudi Arabian Engineering co. Ltd (Rezayat Group)

Dammam second industrial city

Oil & Gas, utilities and petrochemical industries. Dammam . Saudi Arabia

- 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).
- Ensure all vacancies are filled with right talent within target timeline.
- Following up with managers on 3 months' probation period expiry.
- Checking employee attendance.

REFERENCES

Available Upon Request.

EDUCATION

Human Resources Management

Institute of Public Administration

Dammam

- Associate degree in Human Resources Management with high GPA 4,42 out of 5 from Institute of Public Administration.

GPA

4.42 / 5.0

SKILLS

Saudi Labor Law

Microsoft Office

Communication Skills

Fast Learner

Team Player

Self Motivated

Flexibility

Time Management

LANGUAGES

Arabic



English



TRAINING / COURSES

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.