
AMJAD ALSQAMI

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PROFESSIONAL SUMMARY

My passion in developing my skills for the Human Resources Department, and the ambition to work on the advancement and raising the efficiency of human capital and the organization to achieve common goals

WORK HISTORY

Human Resources Specialist, 01/2022 – Current

Khayrat Co. Ltd – Riyadh, Saudi Arabia

- Dealing with recruitment procedures internally and internationally
- Support in the recruitment process.
- Create and publish job advertisements in a different portal. Responsible for monthly salaries
- Responsible for the personnel file.
- Responsible for the General Organization for Social Insurance and the Municipality Medical Insurance
- Create employee contracts and job offers.
- Responsible for supporting staff in the TAQAT program

Talent Acquisition Specialist, 01/2020 – 01/2022

Majd Holding Group – Riyadh, Saudi Arabia

- handling the Procedure of Sourcing, Screening, interviewing and shortlisting
- Responsible for filling our brands vacancies
- Searching for qualified candidates
- Create and publish job ads in various portal.
- Create job offers.
- Follow up with candidates throughout the hiring process.
- Maintain a database of candidates for future job openings.
- Responsible for Muqem, Medical Insurance, Tagat and Tamheer
- Receive requests related to issuing letters.
- Responsible for attendance and departure.

SKILLS

- Internal and External Recruitment.
- Resource allocation.
- Resource planning.
- Contract negotiation.
- Policies.
- Microsoft.

EDUCATION

Higher National Diploma: Business Administration, 2018-2020

Imam Mohammed Ibn Saud Islamic University - Riyadh, Saudi Arabia