

BRIEF ABOUT ME

14 years of experience in (Human Resources Management)
(Recruitment - Training and Development - Personnel Affairs - Administrative Affairs - Support Services)

Work to implement all plans and policies and follow them up on an ongoing basis in order to reach the monthly and annual goals, in order to cover the vacant job needs in the company's departments.

WORK EXPERIENCE

Recruitment and Training Manager

Arabian Oud

Apr 2010 - Jul 2021

Saudi Arabia , Riyadh

marketing manager

Tawuniya Insurance Company

Oct 2007 - Apr 2010

Saudi Arabia

EDUCATION

Diploma in Human Resources

Chamber of Commerce, Riyadh

Saudi Arabia , Riyadh

COURSES

A large number of training courses were gained during my career, as the number of courses reached nearly 70 specialized training courses in my field of work

Various training bodies



KHALED ALQAHTANI

Recruitment and Training Manager

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Saudi Arabia , Riyadh

Saudi

30-12-1984

Single

in/khaled-alqahtani-91851821a

LANGUAGES

100%

Arabic

30%

English

HOBBIES

Travel

Shopping

Social Media

★ PERSONAL SKILLS

Decision Making 100%

Leadership 100%

team management 100%

Adaptability 90%

problem solving 100%

Effective Communication 90%

negotiation 100%

PROUD OF ME

Administration
Creative Thinking, Effectiveness, Productivity

Team building ability
Decision making, team management

Teamwork
Collaboration, Delegation, Goal Setting

MY TIME



Working (50%)

Family (30%)

Relaxing , Entertainment (20%)