

CV

Name: Saleh Mohammad Al Qahtani

Tel : 0566566559

Status: Single

Email: saleh.alqahtani1988@gmail.com

OBJECTIVE

A highly-motivated individual with strong skills and I possess about more than 6 years of experience in the field of **HR** and in the **Administration** and **customer service** in highly demanding and competitive environment; Planning, organization time management and innovative skills are my strength to carve a nice career path for my life.

EXPERIENCE

JAN 2011 – MARCH 2012

COMPANY : M.S. AL SUWAIDI FOR INDUSTRIAL SERVICES CO. JUBAIL, K.S.A.

POSITON : ADMINISTRATOR.

MARCH 2012 – JULY 2017

COMPANY : BEST TRADING CO. JUBAIL, K.S.A.

POSITION : HR SUPERVISOR – EASTERN REGION (JUBAIL & KHOBAR)

OCTOBER 2017 – DECEMBER 2018

COMPANY : ABDAL RECRUITMENT CO. (RIYADH)

POSITION : CUSTOMER SERVICE SUPERVISOR

APRIL 2019 – PRESENT

COMPANY : ETLCO CO. (JUBAIL)

POSITION : HR REPRESENTATIVE

SKILLS

Good Knowledge of the Computer field in MS Office (MS Word, Excel)

DUTIES AND RESPONSIBILITIES:

Working in a competitive environment of facing challenges in these areas:



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- ❖ Responsible for general administrative duties & the management of internal & external mails.
- ❖ Receive, direct and relay telephone messages and fax messages.
- ❖ Doing All the HR daily work.
- ❖ Arrange the payroll for the branch employees as per their attendance report.
- ❖ Arrange employee's vacations.
- ❖ Recruitment activities of the branch.
- ❖ Sourcing for suitable CV's for any open positions in the branch.
- ❖ Sourcing for manpower suppliers for urgent requirements in the branch.
- ❖ Conduct the interviews of the shortlisted candidates.
- ❖ Finalizing offers for selected candidates.
- ❖ Finding suitable solutions for the branch's & employees issues.
- ❖ Admiration activities of office hygiene and maintenance.
- ❖ Provide general support for the teams as necessary.
- ❖ Check Employees attendance & report to the managements.
- ❖ Supervise on Employees performance & evaluation.
- ❖ Involved in operation activities.
- ❖ Communicate with customers
- ❖ Visit customers
- ❖ Follow-up of employment arrival
- ❖ Contracts agreed between the two companies
- ❖ Employment contracts
- ❖ Delivery of government documents to employees
- ❖ Visit the employment housing at the client
- ❖ Ensuring the activity of the client that it matches employment occupations



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- ❖ Follow-up collection
 - ❖ Follow-up payroll
 - ❖ Follow up the salary conversion
 - ❖ Follow up the exit of labor from the Kingdom
- As well as involved in Marketing activities when necessary

EDUCATION

- ❖ **Diploma - Associate Degree in 2010**
- ❖ Technical College
- ❖ **ISO 9001 internal auditor Certificate in 2020**

LICENSES & CERTIFICATIONS

- ❖ **ISO 9001 internal auditor Certificate in 2020**

ADDITIONAL

- ❖ I have done a course in recruitment, Interviews & how to execute them well.
- ❖ References are available upon request.



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