


HESHAM ALHEJJI

H U M A N R E S O U R C E S P E C I A L I S T

 +966567222542

 heshamalhejji@gmail.com

 Saudi Arabia - Riyadh

Reliable Senior Human Resource Specialist with over 11 years of experience in companies with over 600 employees. Skilled at engaging and training employees. I am looking forward to gaining experience with companies to manage their public relations and Human Resource Department.

EDUCATION

BUSINESS MANAGEMENT DIPLOMA

King Abdulaziz University - Jeddah
2021 - 2023

PROFESSIONAL EXPERIENCES

PUBLIC RELATIONS MANAGER

2020 - Present

Saudi Miss Company

- Manage the communication processes that occur inside and outside the company, such as other companies and institutions.
- Evaluate partnerships, sponsorship and advertising opportunities on an ongoing basis.
- Organizing conferences, events, preparing speeches and represent the company

TRAINING COURSES

SAUDI LABOR LEGISLATION

15 training hours

ADMINISTRATIVE INVESTIGATION SKILLS

10 training hours

HUMAN RESOURCE SPECIALIST

2011 - 2020

Saudi Miss Company

- Applying, developing and updating policies, procedures and systems for human resources management.
- Direct responsibility for managing employees in the company (recruitment - health insurance - developing and training - contracting - rewards - penalties)
- Overseeing the work of employees in the company, interviews and the full cycle recruiting process
- Manage the payroll process(salaries, wages and employee entitlements).
- Schedule employee vacations requests and queries periodically
- Collaborate with hiring managers and other members in Human Resources Department.