

Ali Khalid Ali AlDoulah

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PERSONAL INFORMATION

Age : 30 years old
Date of Birth : October 7, 1988
Civil Status : Married
Sex : Male
Citizenship : Saudi

HUMAN RESOURCE JOB RESPONSIBILITIES

- ✓ Supports human resources department by screening and interviewing applicants
- ✓ Preparing payroll
- ✓ Orienting new employees
- ✓ Administering employee benefit programs

HUMAN RESOURCE JOB DUTIES:

- ✓ Maintains human resources records by recording new hires, transfers, loan application, merit increases, tracking vacation, sick and personal time and approval in the Oracle Program.
- ✓ Provides job candidates by screening and interviewing applicants, notifying existing staff of internal opportunities, maintaining personnel records.
- ✓ Pays employees by calculating pay, distributing salary of each personnel to department of finance.
- ✓ Administers medical insurance and disability programs by advising employees of the eligibility, providing application information, helping with

form completion, verifying submission and notifying employees for approvals.

- ✓ Facilitates in Iqama renewal, exit and re-entry visa from Muqem.
- ✓ Documents human resource actions by completing forms, reports, logs and records.
- ✓ Orients new employees by providing orientation information packets and reviewing company policies.

WORK EXPERIENCE

Human Resources Supervisor

Al Jaber Contracting Company
March 1, 2018 – Present

Human Resource Administrator

Al-Aswad Trading & Contracting Est
December 1, 2016 – February 22, 2018

Function Personnel Manager

Saad Said Al-Qahtani Company
October 1, 2015 – October 1, 2016

Function Human Resource Assistant

Eastern Cement Company
September 24, 2006 – October 18, 2015

EDUCATIONAL BACKGROUND

Commercial Secondary in Business Administration

Al Hassan Institute
Dammam, 2006

CERTIFICATIONS

- ✓ Automated Computer Cycle Degree in Business Office
- ✓ Technical & Basic English Course
- ✓ The Art of Communication Cycle with the Other Testimony