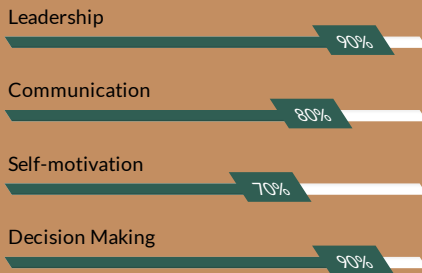


ash.mo7@hotmail.com
0554959548
Saudi
27/3/1394
Married
<https://www.linkedin.com/in/ashraf-almubarak-137a6118/?trk=public-profile-join-page>

SUMMARY

Have passion and ambition and skills and self-competence and look for the challenge fits my ambition and have the ability to work as a team regarding human resources and it over I wanted to achieve property and what you desire.

PERSONAL SKILLS



LANGUAGES

English ● ● ● ● ●

MOST PROUD OF

- Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership
- Ability to use the computer
- Ability to handle great volume of works without agitation
- Well-versed in Personnel jobs

HOBBIES

- Travel
- Walking sport
- Reading books on human development and self-development

Ashraf Almubarak

HR and Admin Specialist

WORK EXPERIENCE

collaborator

Afaq Office

- Providing Consultation services for Corporatans, et. to reform or implemt new polrcies, procedures, authority matrinn, corponte governance , etc

HR And Employee Relations Specialist

Nov 2005 - Jan 2019

Mayar Food (Almuhaiddib Group)

Responsibilities

- . Organize and maintain personnel records.
- . Update internal databases (e.g. record sick or maternity leave).
- . Prepare HR documents, like employment contracts and new hire guides.
- . Revise company policies.
- . Liaise with external partners, like insurance vendors, and ensure legal compliance.
- . Create regular reports and presentations on HR metrics (e.g. turnover rates).
- . Answer employees queries about HR-related issues.
- . Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- . Arrange travel accommodations and process expense forms.
- . Participate in HR projects (e.g. help organize a job fair event).
- . Using SAP Admin System

Using Oracle System for the folloiwng job:

- . Employee data entry
- . Follow up the procedures for recruiting new employees.
- . Issuing Employment Contract between the company and the employee.
- . Preparing a letter addressed to the new employee, direct manager and the accounts department announcing his employment.
- . Using online GOSI for insuring a new employee and follow up all GOSI procedures.
- . Ensure that monthly payments are made on time to Social Insurance Company.
- . Follow up with Social Insurance the addition / deletion of employees.
- . Follow up with the Medical Insurance Companies for adding and removal of employees.
- . Preparing General letters.
- . Using Electronic services of the labor Office.
- . Renewal, amendment, and issuance of Commercial Registrations.
- . Follow up on employees' loans with banks.
- . Dealing with banks and procedures of agreements and facilitating loans to employees.

Machines Operator

1999 - Jun 2005

Aujan Beverages Factory

EDUCATION

Secondary general

1999 - 2000

Qatif High School

COURSES

CoursCertified Organizational Development Professionalse name

Comprehensive HR Management

Diploma in Computer Sciences.

English language - Basic Level.

English language - Level One

Human Resources Specialist Preparation.

Data Entry And Word Processing.

Leadership Essentials.

Developing the skills of personnel in the management of personnel affairs.



MY TIME

- Working (50%)
- Family (18%)
- Co-ordination (21%)
- Relaxing (11%)

