

FAISAL K ALFAWZAN

HR specialist

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SUMMARY

A specialist in human resources, I worked for 10 years in many work sites, and gained a measure of experience that made me aspire to work for a reputable company in a work environment full of creativity and determination to succeed.

SKILLS

WORK

Labor Law	■ ■ ■ ■ ■
GOSI Law	■ ■ ■ ■ ■
Microsoft Office	■ ■ ■ ■ ■
Government websites	■ ■ ■ ■ ■

PERSONAL

Strategy	■ ■ ■ ■ ■
Organization	■ ■ ■ ■ ■
Creativity	■ ■ ■ ■ ■
Social	■ ■ ■ ■ ■
Management	■ ■ ■ ■ ■

LANGUAGES

Arabic	■ ■ ■ ■ ■
English	■ ■ ■ ■ ■

EXPERIENCE

MOBICOM Co 2015 – present

HR Director

- + Develop a human resource plan.
- + Contribute to the work of interviews with candidates in coordination with the Human Resources Department.
- + Coordination with the responsible authorities in the company in all issues related to workers.
- + Follow-up employment rates, and the Department of Government Relations.
- + Payroll preparation.
- + Follow-up and communication with government ministries

Alsayed Sons Co 2013 – 2015

Administrative Assistant

- + Follow up on health insurance for employees.
- + Preparing the official letters of the company, and the letters of the employees.
- + Making flight reservations for employees.
- + Follow the company's cars.
- + Follow up of company representatives.

Alsahoo Group 2010 – 2013

Assistant HR Director

- + Drafting and writing reports.
- + Searching and recruiting employees.
- + Preparing and participating in interviews.
- + Preparing and arranging employee files.

EDUCATION

2008 – 2011

Diploma OF HR

King Saud University

2014 – 2015

Diploma OF English

British council