

Hussain Najji Al-Hajji

Human Resource (HR)

E-MAIL

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ADDRESS

Eastern Province, Kingdom of Saudi Arabia

LINKEDIN PROFILE

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SKILLS

- Time Management
- Presentation skill
- Communication
- Microsoft Office
- Collaboration
- Adaptability
- Workaholic
- Teamwork

LANGUAGES

English

Intermediate

Arabic

Native Language

References

Available upon request

Summary

A motivated person with strong interpersonal skills and a deep desire to help individual people and society as a whole by directly contributing through work.

Education

An Associate Degree of Human Resource Management

Institute of Public Administration, Eastern Province. | 2017 – 2020 |.

Work Experiences

Data Entry (HR and Logistic Assistant)

Nesma & Partners, Eastern Province. | 2022 - present |

Responsible for Vacations, Medical Insurance, Mentoring Daily attendance and time sheets, Promotions, Disciplinary Actions, Saudization Report on daily and monthly basis and submit it by Aramco designated system, TAR Aramco Temporary Access, Aramco ID, Aramco Safety Orientation, coordinate for Aramco and Nesma employees meeting on monthly basis, Data Entry, and Coordinate with the Camp Boss to accommodate the new joined employees.

Admission officer

Al Moosa Hospital, Al Hasa Eastern Province. | 2021 |

Responsible for finalizing admission procedures to inpatient departments according to hospital laws and regulations. It also applies to the patient's statement of the financial accounts, which are decided, decided, for him, whether it is a direct obligation or through insurance services. And even achieve the goals sought by the office of entry and exit.

Training

Trainee – Cooperative Training

Saudi Piping Company for Electrical Wires and Contracting, Human Resources Department | Eastern Province. | Mar 2020 – May 2020

- Leave Management.
- I issued medical insurance to new employees of the company.
- Checking the employees' balances, the rest of the advances they received from the company.

Certifications & Courses

Human Resources Development Fund (HRDF)

- Communication Protocol in the Work | 2019
- Communication Skills | 2019
- How to Build your Brand | 2019

Google – a Member of Worldwide

- Online Marketing Basics | 2020

Technical and Vocational Training Corporation

- Preparing for Career Progression Exams for Companies | 2020

Exams

- English STEP Test – 2021.