

# AHMED ALI SALEH ARUOTI

**Phone Number:** +966500035462

**Email Address:** Abu\_fadak88@hotmail.com

## OBJECTIVE:

I am seeks an opportunity where experience in employee relations, and superior communication skills will enhance overall strategic plan and direction of an organization.

## PERSONAL INFORMATION:

Date of Birth : 19<sup>TH</sup> August, 1983  
Nationality : Saudi  
Marital Status : Married  
Language Proficiency : Excellent Communication and interpersonal skills in both **Arabic and English**  
Educational Attainment : Certified With Diploma Degree of Science in Marketing (College of Technology at Dammam, KSA)

## WORKING EXPERIENCE:

Company & Place : **AUFAZ OPERATION COMPANY**  
Position : Admin & HR Supervisor  
Period : From September, 2019 to April, 2020.

Company & Place : **PM & C Saudi LTD COMPANY**  
Position : GRO & HR Assistant  
Period : From July, 2018 to September, 2019

Company & Place : **AMEC FOSTER WHEELERWORKED**  
Position : GRO  
Period : From 2015 to 2016

Company & Place : **NAMKYONG CONSTRUCTION SAUDI COMPANY**  
Position : Public Relations Officer  
Period : From 2012 to 2015

Company & Place : **YOMYONG ENGINEERING CONSTRUCTION SAUDI CO.**  
Position : Public Relations Officer  
Period : From 2009 to 2012

Company & Place : **GLOBAL IWI ARABIA COMPANY**  
Position : Public Relations Officer  
Period : From 2007 to 2009

Company & Place : **GLOBAL SUHAIMI COMPANY**  
Position : Public Relations Officer  
Period : From 2005 to 2007

## **SUMMARY OF EXPERIENCE:**

- Good experience in dealing as pursuer with governmental and non-governmental departments such as Ministry of Labor and Social Affairs, General Directorate of Passports, Ministry of Foreign Affairs, Saudi Arabian General Investment. General Organization for Social Insurance, Customs, ports and airports, Saudi Electricity Company, Banks, Embassies, and others .
- Good Experience in dealing with different governmental electronic online services, such as Muqem portal and Tamm portal through Ministry of Interior website, Saudi Arabian General Investment. .E- Services, GOSI Online, and others.
- Submit and ensure the processing of all types of applications and paperwork to the local government bodies visit visas, employment or residence visas, car registrations, Trade License, labor permits, export license, economic license, foreign license, etc.
- Renewal of all Employment Visas. Assist employees in renewing visas for their immediate dependents to assist all sponsored staff and their dependents in the medical check process.
- Assist the company and the employees with visa arrangements in Embassies.
- To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- Communicating with colleagues and key spokes people.
- Coordinating with Staff regarding personnel issues related to governmental applications as required.
- Communicating with Governmental entities to issue licenses and other related documents as required
- Perfectly doing ARAMCO ID process and appointments for employees.
- Company employees and Project employee's visa process in Bahrain and visa stamped passport collect back from Saudi Embassy.
- Employees arranging for visa run to Causeway and calculating visa run date also.
- Support to company employees and visitors Airport transfer and arrange transportations.
- Answer staff questions.
- Maintain your computer system by updating and entering data.
- Manage new employees files (Direct new employees to the organization, create login information, workstations, email address etc.).
- Follow up attendance and department addition. (Filing Contracts, job offers, check list, medical checkup process etc.) .
- Administration Letters, employee's relations, time attendance Etc.
- Organize and maintain personnel records.
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Maintain existing human resources files and databases.
- Answer employee's queries about HR related issues
- (Participate in HR projects help organize a job fair eve)
- Assisting managers with staff requirements. Identifying and addressing employee requirements regarding performance issues, training, and career growth. Performing various administrative tasks and accurately processing paperwork. Counseling staff on HR policies, practices, and procedures.
- Duties & Responsibilities Managing and controlling the process of all activities that are related to the Government offices. Supervise and assure that responsibilities are executed in a timely manner, and provide the business with efficient reports that highlights opportunities and avoid obstacles.

**AHMED ALI SALEH ARUOTI**