

A Human Resources & Administration & Accounting with over 21 years of progressive experience augmented by a strong post-college background in Accounting and Business Administration.

Experienced in Human Resources /Recruitment/Administration/Benefits/Human Resources Policy/People Management/Medical Insurance/Labor laws/Government relation, develop and implement successful human resources management.

Work Experience:

Worley Parsons Engineering Consultancies Co.
Resource & Energy

HR/Government Relation Supervisor
January 2001 – May 2021

- Implementation and developing, documenting, and periodically updating HR and administration policies and procedures and ensure compliance.
- Preparation and administration of employment contracts.
- Preparing and managing job offers.
- Monitoring and administering the vacant jobs for the company.
- Monitoring the work of recruitment agencies.
- Organizing the inductions for new employees.
- Organizing and following up all types of vacations for employees.
- Coordinate with the travel agent for airline reservations and arrange the issuance of airline tickets for employees.
- Managing tasks related to the personnel for the employees, this includes attendance, circulars, salaries, vacations, performance appraisal, incentives, awards, health insurance, employment or warning letters... etc. in addition to the issuance of all employees' working permits, residence permit, passports renewal, licenses renewal, visitors visit visa, and other formal papers related to the employees.
- Follow up the work of the Government Relations Department in all the tasks assigned to it.
- Preparing and managing employee files and updating their data regularly.
- Ensuring the confidentiality of sensitive information.
- Ensure the employee uses company forms.
- Prepare statistical reports regarding applicant flow, selection, recruit an employee, promotions, transfers, terminations, resignations, manpower.
- Maintaining knowledge of legal requirements and government reporting regulations affecting human resources functions and ensuring policies, procedures and reporting are in compliance as well as consulting legal counsel to ensure that policies comply with applicable labor laws.
- Working with zero penalty strategy with Government, such as the expiry date for documents, visas, iqamas, Passports, Aramco ID., etc.
- Prepare all kinds of letters for (Business/Employees/Government).
- Work on all Government websites System like (Muqem, Labour, Zawil).

Younes Taher Al-Farhan

Human Resources, Administration

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Haji Abdullah Ali Reza & Co. Ltd.

Shipping and Maritime Service

Accountant Assistant & Administrative Assistant

April 1998 – December 2000

Accountant Assistant (2nd Job):

- Reviewing and auditing ship company's accounts statements on a monthly basis and making accounting entries
- Upload all revenue and expense and general journal to accountant database.
- Monitoring all cash movement on a daily basis.
- Handling other accounting books.

Administrative Assistant (HR Dept.) (1st Job):

- Providing personnel affairs and government relations services to the branches of the company's activities (APSCO -Mobil/ Gentec)
- Carry out secretarial work for the HR manager.
- Organizing all the work assigned to human resource and government relations.
- Organize and save all documents and letters
- Organize and follow up all documents (work permit, Iqamas, Passports, driver's licenses, vehicle licenses, visas, etc.).
- Issuing all movement permits for employees.
- Organize and track government fee payments.
- Organize and prepare employees files.
- Prepare all kinds of letters for (Business/Employees/Government).
- Coordinating the work between all company branches.

Mohammed A. Al-Arab Cont. Est.

General Contractor

Accountant Assistant

May 1997 – March 1998

Accountant Assistant:

- Checking Purchase Invoices
- Make daily accounting entries for purchase invoices
- Make ledger work
- Stock Inventory every week.

Education:

- 1416h/1996: High Diploma in Accounting By Computer - College of Technology.
- Diploma of Commercial Secondary Institute Dammam.

Courses:

- Team Leader Dev't. Program.
- Significant Speed Management Workshop.
- Code of Conduct.
- Prevention of Bribery.

Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Microsoft Access (Create Database).
- Adobe Acrobat Files (Create Forms).
- Typing (English & Arabic) 30 W.P.M.
- Dealing with All PC Operating System (Windows/Mac/Linux) (Installation).
- Personal experience with all Pc troubleshooting (Hardware/Software).