



# Khalid Maajeeny

01-January -1981

Taiba, Jeddah, KSA

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Married

## PERSONAL SKILLS

- Computer courses
- Human resources application
- solve problems&make decision
- development of supervisory and administrative
- leadership
- Human Resources Functions

## LANGUAGES

ENGLISH

ARABIC

## HOBBIES



## PROGRAMMING TOOLS



## WORK EXPERIENCES

### ▪ Holoul e-waste recycling

HR Coordinator | from 12/01/2020 until Now

- ✓Time sheet
- ✓Interview
- ✓filter Resumes
- ✓Contracts
- ✓Issuing warning letters
- ✓Job offers
- ✓Investigate with Employee
- ✓All letters
- ✓support All Employee's
- ✓Termination

### ▪ AL-FUTTAIM ENGINEERING

HR Coordinator | from 26/03/2014 to 02/12/2019

- ✓Time sheet
- ✓Interview
- ✓filter Resumes
- ✓Contracts
- ✓Issuing warning letters
- ✓Job offers
- ✓Investigate with Employee
- ✓All letters
- ✓support All Employee's
- ✓Termination

### ▪ Zuhair Fayez Partnership

Administrative Coordinator | 11/10/2003 to 23/03/2014.

- ✓Annual evaluation
- ✓Letters
- ✓Exit & return & Final Exit
- ✓Issuance & renewal Iqama
- ✓Separation and the addition of Famiy
- ✓Transfer information
- ✓Registration in HRDF
- ✓Interview
- ✓Support all employees

### ▪ Aljamaz Umrah services

Data entry | from 1/9/2001 to 31/5/2003.

- ✓Enter the data of the agent and pilgrims
- ✓Reception of Umrah pilgrims
- ✓Housing Umrah pilgrims
- ✓Deportation of Umrah pilgrims to their homes

### ▪ Al-Tazaj

Employee | from from 6/12/2000 to 10/03/2001.

- ✓All services related to the restaurant

## EDUCATION

### ▪ Hitteen High School | 5\8\2000 To 5\8\2001

- ✓Administrative and Social Sciences

### ▪ Diploma from Delmon Academy | 11\11\1998 To 11\12\1999

- ✓Business Administration