



MUBARAK ALBESHRI

HR OFFICER - CIPD

CONTACT

+966580073355

<http://linkedin.com/in/mubarak-albeshri-89b317151>

Mubarak145m@gmail.com

Riyadh | Saudi Arabia

LANGUAGES

- English ★★★★★
- Arabic ★★★★★

COURSES

- System GOSI
- the legal aspect of HR
- introduction HR
- English language 4 months - USA
- computer entry data 6 month
- Saudi Labor law

SKILLS

- time management
- flexible
- team work
- fast training
- personal development
- Organization
- Work under pressure
- Outlook
- Excell
- power point

WORK EXPERIENCE

MITSUBISHI Electric

HR Officer 28-8-2022 Present

-follow up the employee (resign- benefits- sick leave- attendees - investigation - Medical insurance -Civil defence)

Human Recourse Coordinator

Economic Houses CO real estate (Almozaini group)

09/2020- 09/2022 Riyadh, Saudi Arabia

Contracting company (East gate Project - Future city Project)

- Responsibility for employment contracts and job offers for new employees
- complete Add the new employees in ERP
- GOSI - MODAD - INSURANCE - TAQAT
- manage the medical insurance (renew - services - invoices)
- Investigation of labor violations
- follow up the employees services (renew - resign - benefits ...)
- organization structure

Regional Recruitment and Saudization Officer (OPERATION)

Alamar food Co (Dominos pizza)

08/2019- 08/2020 Riyadh, Saudi Arabia

- Recruitment
- Handling the process of hiring for candidate
- Follow up the issuance of Municipal cards
- follow up the employees services (renew - resign - benefits ...)
- Investigation of labor violations

Food Service -casher

Alamar food Co (Dominos pizza)

08/2012 - 08/2019 Location

Restaurants

- services the customers and manage the store with daily inventory

EDUCATION

Higher Diploma - Human Recourse Management

Al majmaah University

2019

B. speech and Language disorders.

AL Qassim University

2010 - 12/2015 ALQASSIM

- Speech and Language disorders in Special Education.