

Human Resources Management

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SUMMARY

Seeking for a related administrative job help me to acquisition necessary knowledge and skill that will develop self-attainment and develop the department that I will work with to achieve company goals.

EDUCATION

Institute of Public Administration – Dammam
(**Diploma:** Human Resource Management)

02/01/2020

GPA: 3.72 / 5

WORK HISTORY

HR Administrative Assistant

(Reliance Steel Industries)

2020 -Currently

Duties:

1-Provide all necessary assistance To the HR department, find solutions for any government agencies problem and solve it, GOSI, Muqem, Ejar, Sehhaty, and Tawakalna.
2-Enter and review employee data and ensure all necessary documents available, updated.
3-Handling employee Attendance, payroll.

4-Employee relation, provide the necessary form required, lone, vacation, Custody Receipt, Warning and processes it.
5-Supplier Registration at SAP Ariba and other websites.
6-Follow up and provide all assistance for different departments, Quality Department, Sales and collection and provide all requirements documents with updated one.
7-Recruiting, orienting, and training employees.

HR intern

(Schlumberger Middle East)

2019 - 2020

Duties:

1- Review all available contracts for current accommodations, Change the expiry date for valid accommodation of employees.
2- Review and organize the files of job applicants and Coop Student.
3- Communicate with applicants for interviews, directing them to a medical check.
4- Inclusion students in the cooperative program, and register their personal information.
5- Conducting job interviews with the Recruitment Manager.

SKILLS

1. Microsoft Application, Word, excel, PowerPoint.
2. Knowledge of HR policies/ Labor law /GOSI/Muqem/Ejar.
3. Administrative Supervision.
4. Employee Relation.

CERTIFICATIONS

- NEST (New Employee Safety Training
- SIPP (Schlumberger Injury Prevention Program).
- Introductions To Business Management.
- Performance Management.
- Administrative Supervision.
- Managing meeting.
- Administrative coordination.

All references are available as need