

Mohammed Khaled Aladili - HR

Riyadh, Saudi Arabia.
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Objective

- Developing human resources work and ensuring its continuity in an efficient and effective manner.

Work Experience

Employment department trainee, Saudi Electricity Company .

Cooperative Training Program

Jan 2021 - Apr 2021

- - Review the lists of trainees in the company.
- - Sorting and preparing files for candidates for vacant positions.
- - Preparing letters of thanks to the trainees.
- - Know the organizational structure.

Recruitment coordinator, Shawarmer Co.

Tamheer Program

Oct 2021 - Jan 2021

- - Attending employment forums in several regions.
- - Preparing a weekly report for new employees.
- - Follow-up onboarding programs for new employees.
- - Follow-up with government platforms (Absher - GOSI - QIWA)

Senior Personnel Technician, Almarai Company

Full-time

Feb 2022 - Feb 2023

- - Ensure that employee data is constantly updated.
- - Preparing Reporting of human capital.
- - Preparing employee letters.
- - Coordination with Other departments and Divisions.
- - Ensure that HR policies are implemented.
- - Work to improve and develop an active work environment.

HR Officer, Almarai Company

Full-time

Feb 2023 - Present

- - Review salary and deduction reports.
- - Preparing the monthly report.
- - Align plan budgets with organizational structure.
- - Preparing localization reports.
- - Ensure the application of human resource policies.
- - Coordinating employee work trips and submitting their requests.
- - Coordinating health insurance for employees and their families.

Education

Diploma Of Human Resources Management
Institute of Public Administration

Jan 2019 - May 2021

- Graduated with a 4.39 GPA.

Skills

- Microsoft programs:
 - *Excel.
 - *Word.
 - *Powerpoint.
- ERP System - SAP Success Factors:
 - *Preparing and submitting requests through the system.
 - *Extracting reports prepared daily as requested.
 - *Update employee data.
 - *Raising Recruitment Requests and following up the progress of the process.
 - *Follow up on onboarding procedures.
- Soft Skills:
 - *Communication.
 - *Negotiation.
 - *Teamwork.

Websites

- Linked in website
- <https://www.linkedin.com/in/mohammed-alodaily-625507210>

About Me

- - Nationality : Saudi Arabia
- - Birth Date : 30-08-2000
- - City : Riyadh
- - Status : Single
- - workplace preferences : All Saudi Cities