

NASSER KHALAF ALMUTAIRI

HUMAN RESOURCE SPECIALIST

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📍 Riyadh

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ABOUT ME

An ambitious and passionate about education. I aspire to develop myself, develop my practical and scientific skills, and get more experience in a fast-paced work environment which full of challenges that allows me to show my creativity and raises inside me

EDUCATION

Institute of Public Administration

Human Resource Management

2019- 2021

4.2/5 GPA

EXPERTISE

Management Skills

Decision-making

Find solutions

Critical Thinking

Communication Skills

EXPERIENCE

Human Resource Specialist

Jan 2022 - Present

Saudi financial support services company (sanid)

- Recruitment
- Update on job descriptions
- Payroll
- Preparing letters (promotions - transfer - termination of service - notices of deduction - etc.)
- Final settlement
- Monitoring and following up employee vacations
- Follow up on the financial covenant

Intern in the human resources department

2021

General Authority for Food and Drug

Training in the Human Resources Operations Department, the Salaries and Incentives Department, and the Employee Satisfaction Department

COURSES

• Risk Management

The process of identifying, evaluating, and controlling threats to an organization's capital and profits. These threats or risks can stem from a variety of sources.

• Strategies and performance indicators

An administrative system and strategic plan that evaluates the organization and its activities through the organization and its strategy