

HUSSAIN ALI ALOWAYSHIR

HUMAN RESOURCES

ABOUT ME

TO BRING MY STRONG SENSE OF DEDICATION, MOTIVATION, AND RESPONSIBILITY TO YOUR COMPANY, AND TO UTILIZE MY LEADERSHIP SKILLS, TEAM MARKER SKILLS, PROBLEM-SOLVING SKILLS. QUALIFICATIONS OBTAINED THROUGH KFUPM-DCC

EXPERIENCE

HUMAN RESOURCES EXECUTIVE

Renault KSA - Gulf Advantage Automobiles LLC - Gulf Advantage Automobiles LLC | Oct 2021 - Present · 7 mos

- Creating policies and handbooks that detail company operations.
- Emailing new hires with details about the company, including parking information, work schedules, and dress codes.
- Welcoming new hires with prepared onboarding kits and an office tour.
- Introducing new hires to their team members.
- Providing new hires with manuals, guidelines, and passwords, as needed.
- Ensuring new hires have the necessary technical assistance
- Gathering and filing all paperwork related to new hires, including contracts and non-disclosure agreements.
- Arranging product and company demos and presentations.

HUMAN RESOURCES

INNOVEST PROPERTIES | JUN 2021 - AUGUST 2021

- Create Payroll System (Manually, Excel).
- Following Labor Law.
- Health Insurance.
- Create Payroll System (Manually, Excel).
- Recruiting (Writing Job Description, Job Posting, Screening, And Selecting CVs).
- Training And Development.
- Employee Relation(Updating Employee Files Manually And Excel).

CONTACT

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EDUCATION

DIPLOMA: HUMAN RESOURCES
2021 KFUPM-DCC, DAMMAM

SKILLS

- TEAMWORKTEAMWORK.
- MICROSOFT OFFICE.
- ONBOARDING.
- COMMUNICATION SKILLS.
- PROBLEM SOLVING.
- CONFLICT MANAGEMENT.
- PROBLEM SOLVING.
- NEGOTIATION