



Omar Al-Shamrani

Summary

Human Resources Officer, Looking for new Challenges in Human Resources Management, Experienced in Personnel Management and Government Relations.



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Riyadh



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SKILLS

Communication skills

Teamwork

Working under pressure

Attention to details

Microsoft Office

LANGUAGES

Arabic
Full Professional Proficiency

English
Professional Working Proficiency

WORK EXPERIENCE

Personnel Officer RIYADH HOLDING

11/2018 - Present

Achievements/Tasks

- **Recruitment.** Preparing new employee contract, Bank account application, Issuing medical insurance, Inserting to Gosi system, Completing all the employees' data on the HR system.
- **Daily duties.** Providing customer service to company's employees, Data entry of the employee's leaves requests, Preparing certificate latter for employee, Files audits to ensure that all required documentation is collected.
- **Payroll.** Complete all documentation for payroll, Processes company's payroll, Answers staff questions about wages & deductions.
- **Other duties & responsibility.** Renew work permit and Iqamah (Ministry of labor, Muqem), Recruitment of technical staff (Ministry of foreign arrives, Injaze), work with IT department to activate the new HR program.

Government Relation Officer - Part time BLUE BOX FOR INTERIOR DESIGN

01/2018 - 08/2018

Achievements/Tasks

- Renewal all government CR . renewal eqamah, transfer sponsorship.
- HR Service.

Summer trainee Data Entry

07/2017 - 08/2017

United Motors

PROGRAMS

AX Dynamic

EDUCATION

Human Resource Management Institute of Public Administration

06/2015 - 05/2018

COURSES

Effective Business Writing (10/2019)

Introduction to human resource function (08/2018)

Your getaway to the job market (07/2017)