

RESUME

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Experience:

- **Aug 2019 – Present: HR Supervisor at SR Group – Al Razi Pharma Company.**
 - ❖ Main Task is to roll the HR operations and employees affairs.
- **Dec 2018 – Jul 2019: Recruitment Specialist at SR Group - United Chemical Company (UCC).**

Main Tasks:

1. Providing qualified candidates both locally and overseas upon recruitment procedure.
2. Shortlisting the applicants as per the domain's needs.
3. Work on job description and selection criteria.
4. Communicating with the governmental channels for the recruitment requirement.
5. Conducting the orientation for the new employees.
6. Analyzing the recruiting progress and maintaining Saudization percentage.
7. Maintain the reports of recruiting to be shared with the management.
8. Conducting the interviews.

- **June 2017 – September 2018: HR and Admin In charge at Abdullah Al Barrak & Sons Company (ABIS).**

Main Tasks:

1. General delegated of the administration for the company's branch in Abu Dhabi-UAE.
2. Ensure legal compliance throughout human resource management and following-up with the company's lower for all the cases in all areas of the company.
3. Facilitate all governmental transactions and documents related to employees such as, Iqama Renewal, Visas, Passport, etc.
4. Demonstrate clear understanding and ability to manage HR function within a teamwork environment.
5. Support current and future business needs through the development, engagement, motivation and preservation of human capital.
6. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization and initiatives aligned with the overall business.
7. Publish the positive work environment.
8. Maintain pay plan and benefits program.
9. Assess training needs to apply and monitor training programs.
10. Report to the management and provide decision support within HR metrics.
11. Develop and update the performance management system tools and framework to support in evaluating employees performance.
12. Managing recruitment activities related to employees including sourcing, screening candidates' applications and interviewing, short listing and prioritizing candidates.
13. Manage the payroll system to ensure information is continuously updated with relevant employee data.

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- **Nov 2016 – June 2017: Working at Abdullah Al-Barrak & Sons Company, HR Department as HR Executive.**

Main Tasks: Administrating human resources programs and policies including staff, compensation, benefits, employee relations, training, recruiting. Ensures human resources strategies align with organizational business goals. Supervising human resources processes to ensure efficient operations for the organization.

- Leading Aramco SMP project and representing the company as well. Involved for Aramco recruitment campaigns inside and outside the kingdom. Ensure our candidates in front of Aramco are well qualified to match their needs.

- **Oct 2015 – Oct 2016: Working at Jacobs Zate as a Document Controller.**

Main Tasks: 1- Translation. 2- Weekly and Monthly reports distribution. 3- Forms and Tables preparation. 4- Letters writing. 5- Archiving of employees files. 6- Meetings Arrangement. 7- Issue and follow up wok permits in the Industrial City.

- **Mar 2013 – Oct 2015: Working at Maaden Company, HR Department - Training Section as a Training Representative.**

Main Tasks: 1- In house courses. 2- External courses. 3- Coop program. 4- Interview coordinating. 5- New Joiners Orientation. 6- Fresh graduate recruiting. 7- Training budget. 8- HRDF.

Education:

- 2009 – 2012: Associate of Science Diploma in Office Management, Jubail Industrial College, KSA.

Courses & Certificates:

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| 1. IELTS – International English Language Testing System - British Council. | 2012 |
| 2. IMS Course – Maaden Company. | 2014 |
| 3. Appreciation Certificate about the yearly Turn around coordination – Maaden Company. | 2014 |
| 4. TQM Course – Maaden Company. | 2015 |
| 5. Appreciation certificate for being administrator of Sulphuric Acid Academy – Maaden Company. | 2015 |
| 6. Appreciation certificate about coordination and lunching “Global Safety Week” – MODON. | 2016 |
| 7. First Aid Certificate. | 2016 |
| 8. Certificate of Legal aspects of HR & investigation of labor issues – TVTC. | 2017 |
| 9. Certificate of VAT and Taxes in Saudi Arabia – Chamber of Commerce, Dammam. | 2017 |

Personal Skills:

- English Language.
- All **MS** applications.
- Letters & Correspondence writing.
- Ability to use SAP & Oracle.
- Work in multi culture.
- Work under stress.
- E-Communication Skills.
- Multi Tasker.