

CV

Name: **Sadiq Madan Ahmed Al Kubaish**
Date of birth: **24th of April 1984**
Status: **Married**
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Education

- Graduated from college of Technology at Dammam with GPA 3.91 out of 5 (very good) Programming



Work Experience:

SINCE 2007

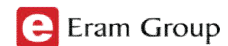
Admin Officer - Arabian Power Electronics Company - From 16 July 2019 up to now

- Attracting highly qualified staff, Conducting interviews and preparing employment and contract forms, Preparing employee contracts and corporate contracts (Direct and Subcontracts)
- Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama)
- Follow up and audit of bills belonging to the Accounting, Purchasing, Sales Departments
- Issuance of a Certificate of Origin supply and export of materials
- Follow up and interview clients from other companies



HR Officer - Eram Arabia Limited - From 01 December 2015 To 16 July 2019

- Attracting highly qualified staff, Conducting interviews and preparing employment and contract forms, Preparing employee contracts and corporate contracts (Direct and Subcontracts)
- Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama)
- Follow up and audit of bills belonging to the Accounting, Purchasing, Sales Departments
- Issuance of a Certificate of Origin supply and export of materials
- Follow up and interview clients from other companies



Director Of Personnel - Smart Economy - From 17 September 2015 To 13 October 2015

- Attracting highly qualified staff, Conducting interviews and preparing employment and contract forms Preparing employee contracts and corporate contracts (Direct and Subcontracts)
- Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama)
- Follow up and interview clients from other companies
- Payroll

Director Of Personnel - Meteor Power - From 26 March 2015 To 02 September 2015

- Attracting highly qualified staff, Conducting interviews and preparing employment and contract forms Preparing employee contracts and corporate contracts (Direct and Subcontracts)
- Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama)
- Follow up and interview clients from other companies
- Payroll

Alternate Operation - Almajal G4S - From 02 February 2009 To 02 February 2015



- Conducting interviews and preparing employment and contract forms
- Issuing and following up Health Insurance
- Follow up ATM (Maintenances, Deposit and Withdraw of Funds)

Sales accountant - Al-Muhaidib Foods - From 01 December 2007 To 31 July 2008

- Sales and Customers Services



Certificates and training:

2020

Introduction to Human Resources Functions at Dorooob 20 Apr 2020



Human Resources Management Principles at Edraak 13 Apr 2020



2018

Effective Excellence in Customer Services at Asharqia Chamber 29-31 Oct 2018



2008, 2009

English Language courses at ALEZDIHAR Institute:

Level 1: Duration: 5 weeks, from 25 Oct 2008 – 3 Dec 2008

Level 2: Duration: 4 weeks, from 22 Dec 2008 – 21 Jan 2009

Level 3: Duration: 4 weeks, from 07 Feb 2009 – 04 Mar 2009

Microsoft Excel Duration: 5 days, from 24 Jan 2009 – 28 Jan 2009



2006

Cooperative training at Saudi Aramco, Dhahran in SAP computer centre

Training duration: 3 months 3, from: Feb 2006 – 3 May 2006



Maior Skills:

- Excellent in using Microsoft office programs (Excel, Word, Outlook, ets)
- ERP Program
- Customer Services
- Communications
- Work in a team

Lanuaae:

- ARABIC: mother language
- ENGLISH: good in reading and writing.

Interests:

- Reading, surfing the internet, writing poems, football, and travel.