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# KHALED ALSHOIBI

DAMMAM, SAUDI ARABIA

0553023113 | [kvhaled@hotmail.com](mailto:kvhaled@hotmail.com)

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## ***PROFESSIONAL SUMMARY***

Dedicated Human Resources coordinator Focused on developing efficient processes using knowledge of recruiting, employee relation and staffing.

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## ***SKILLS***

strong problem solving  
decision-making  
Communication skills

Motivation  
Time management

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## ***WORK HISTORY***

### **HUMAN RESOURCES COORDINATOR**

*Human Resource Coordinator | Khobar, Eastern Province | February 2021 -  
Current*

- Providing guidance and assistance to new employees
  - Answering employees' inquiries and complaints.
  - Creating and coordinating internal and external communications to support HR initiatives
  - Developing, updating, and communicating HR programs and policies.
  - Drafting and distributing memos, as well as compensation, disciplinary, and termination letters.
  - The recruitment and interview process.
  - Preparing and posting job openings;
  - Screening and rating applications;
  - Coordinating the selection process and preparing the interview agenda;
  - Interviewing potential employees
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## ***EDUCATION***

### **DIPLOMA Human Resources Management**

Kfupm Dcc

*Khobar, Eastern Province | December 2020*