

Tariq Mohammed AL-Harbi

Personal Information

- Gender: Male
- Nationality: Saudi
- Marital Status: Single
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Experience

Human Resource Manager Assistant

Hamad and Ahmed Mohammed AL-Mozaini Real Estate Company from January 2020 to September 2020 Real Estate Company

Job Description:

Responsible for the Recruitment department, responsible for the medical insurance department, supervising the personnel affairs department, supervising the salaries and wages section, directing employees and coordinating tasks between them, responsible for managing human resources on behalf of the director of human resources.

Administration Manager

The Fundamental installation for electric work from September 2013 to December 2019 Electrical and Plumbing Company – Saudi Arabia, Riyadh.

Job Description:

Directing and supervising employees, approving the attendance statement and monthly departure of employees, approving the issuance of medical insurance requests, approving direct supply agreements for the project, following up and supervising warehouses, responsible for the project's cash expenditures, approving maintenance of facilities, cars and equipment for the project, designing the organizational structure of the project, providing housing For project staff, responsible for any administrative or financial dealings of the project.

Human Resource Administrative

At Parsons Corporation Limited from December 2012 to August 2013 Construction Company – Saudi Arabia, Riyadh.

Job Description:

Follow-up of the attendance and departure of employees in the project, follow-up to requests of the labor and passports office, issuing letters and drafting them, follow up on maintenance of cars and equipment in the project, follow up on salaries of employees in the project, follow up on medical insurance requests, follow up on weekly reports of employee problems and submit them to the Head Office, Follow up the requests of the Saudi Council of Engineers, in addition to any guidance issued by the project manager.

Human Resource Administrative

At Bin Laden Group from June 2009 to November 2012

Construction Company – Saudi Arabia, Riyadh.

Job Description:

Follow-up of the attendance and departure of employees in the project, follow-up to requests of the labor and passports office, issuing letters and drafting them, follow up on maintenance of cars and equipment in the project, follow up on salaries of employees in the project, follow up on medical insurance requests, follow up on weekly reports of employee problems and submit them to the Head Office , Follow up the requests of the Saudi Council of Engineers, in addition to any guidance issued by the project manager.

Banking services (teller companies)

At National Commercial Bank (Al Ahli) from July 2005 to October 2008 Banking

Company – Saudi Arabia, Riyadh.

Job Description:

Daily banking operations (local and international transfers - cash deposit and checks - currency exchange - etc.)

Selling bank products (financial loans - MasterCard cards - deposit boxes - etc.)

Follow-up to the weekly reports of the department's operations and nappy on the branch's treasury budget, follow-up of cash requests with the Saudi Monetary Agency, follow-up request to transfer cash to the main bank's treasury.

Education

- **General Organization for Technical Education and Vocational Training (Diploma, Computer Science (IT Networks))**

Other Training's and Certifications:

- LEORON Saudi Experts Company (Building High Performance – Advanced)
- LEORON Saudi Experts Company (Presentation Skills – Advanced)
- Project Management Professional (PMP)
- Project Management Institute (PMI)
- Microsoft Technology Specialist Certification.
- Microsoft Network Essentials Certification.
- Microsoft Windows Server Certification.
- English Certification.
- Leadership Essentials Certification.
- Leadership and Project Management Skills Certification.
- Procurement and Stakeholder Management Certification.
- Time and Cost Management Certification.

- Integration Management Certification.
- Scope Management Certification.
- Project Management Introduction Certification.
- Introduction to Human Resources Functions Certification.
- Quality and Human Resources Management Certification.
- Introduction to Strategic Planning for Human Resources Certification.
- A+ Certification.
- CCNA Certification.
- CCNA Security Certification.
- ITIL Certification.
- Linux Certification.

Skills

- Human Resource Management, Administrative Management, Project Management.
- Banking Operations, Marketing Financial Products, Customer Service.
- Client Relationship Management.
- Setting Sales Target, Cross-Selling, Banking Regulations and Compliance.
- Organizational Leadership, Contractual and Financial Negotiations, Personnel Management.
- Creativity, Problem Solving and Decision Making, Ability to work under pressure.
- Team Building, Motivation, Analytical Skills, Communication and Interpersonal Skills.
- Computer related Skills, Microsoft Office Applications, MS Access (Databases) and Internet Usage, HRMS Systems, Portable Systems, Oracle Systems.

Languages

- Arabic
- English