

Hassan Alabdrabarasool

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Experience

Aramco, saffaniya offshore department 11/2008 to 01/2022

Training Coordinator

- Monitor the expired date of courses for (4) units each units have around 250 employees.
- Communication with the supervisor of employees to know the suitable date for the employees to attend the course.
- Enroll the employees throw SAP system.
- Send email of confirmation to the employees and their supervisor.
- Communicate with training center to open classes to our department.
- Create payment allowance to the employees (transfer and food allowance, Etc...)

Time Keeper

- Insert regular hours, straight hours and overtime.
- Booking flights.
- Create vacation leave and medical time.

Stuff analysis

- Change profile for employees for yearly increase of salary and promotion.
- Change profile for transfer location and create profile for new employees.

Certificate from ARAMCO

- Certifide Train the Trainer.
- Certifide Mentor employees.
- Certifide Certifide Evaluator.

Education

Technical Clerk Engineering

Aramco industrial training center 11/2006 to 11/2008

Ras Tanura / Saudi Arabia

Skills

- Supervise the general activities of the HR Team.
- Assist Direct Manager to liaise with external agencies in relation to HR matters.
- Forecast hiring needs and ensure recruitment process run smoothly.
- Being actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process.
- Create and implement effective onboarding plans.
- Identifying and addressing employee requirements regarding performance issues, training, and career growth.
- Generate and implement HR policy and procedure throughout the organization.
- Maintain knowledge of trends, best practice, regulatory changes and employment law.
- Dealing with employee procedure in government sites (Qiwa – GOSI – Muqem – Mudad – HRDF).
- Ensures all payroll transactions are