



# ABDULRAHAMN HUSSAIN ALMOWALAD

Talent Acquisition Specialist

## PROFILE

36 years old  
4 children  
experience in human resources is 5  
years

Member of the Saudi Society for the  
Hearing Aid (beneficiary)  
Member of the Gulf Society for Human  
Resources (participant)  
Member of Pro Flag Society Human  
Resources (participant)

## TRAINING:



Planning employment  
programs.2017



The new decisions of the  
Ministry of Labor and the  
Netaqat program.2019



Mechanical watches and  
complex.2012

**Al Othaim Institute:** Preparing gold and  
jewelry vendors

## CONTACT

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## HOBBIES

Poetry  
Travel  
Reading

## EDUCATION

**Faisal Higher Institute ( Diploma )**  
Modern Human Resources Applications.  
2015

## WORK EXPERIENCE

### Shawermer Food Co. - Talent Acquisition Officer

2017–until now  
Attracting talent according to MMP.  
Manage the HRDF (Old & New) Programs.  
Taqat Programs.  
Follow-up to the employee during the probation period.  
External recruitment (completion of internal procedures).  
Completion sponsorship transfer procedures.  
Preparation of Job Description.  
Manage the Oracle recruitment activities.  
Coordination with all departments to complete the works process.



### Innovative foods co. - HR Coordinator

2014–2017  
Follow-up HRDF  
Printing letters of warning, termination & penalties.  
Review attendance record with fingerprint.  
Print contracts & distribution to branches.  
Follow-up drivers and directing them to work tasks.  
Medical insurance (Bupa) (add-delete-change degree  
-choose hospital network to suit workers-financial claims).  
Recruitment (receiving applicants and sorting CVs and processing and  
coordinating applicants for the interview.



### Ali Bin Ali Watches & Jewellery - Sales Supervisor

2008–2012  
Stock tracking  
Follow up attendance staff.  
Prepare sales reports



## SKILLS

