



RAAD ABDULLAH ALSHEHRI

Trainee Services Coordinator

I am seeking to work a long term job with an organization which provides promising career advancement and develop myself and gain new skills and take advantage of what I studied and achieve the goals and vision of the organization correctly .

Contact Info

- 0501726009
- raadabdullah111@gmail.com
- Male
- Single
- Saudi Arabia
- Saudi Arabia
- 06-05-1996

Skills

- Use Computer: Very Good
- Use Word: Good
- Use Excel: Good
- Collaborate with the team: Very Good
- Work under pressure: Very Good
- Commitment In Time: Very Good

links

<http://linkedin.com/in/raad-alshehri...>

Education

04/2018

Institute of Public Administration Human Resource Management

I studied and graduated from the Institute of Public Administration in the major of human resources and trained at Al Faisaliah Medical Group Holding for 3 months in the Human Resources Department and worked on recruitment procedures, how to advertise, select candidates, sort resumes, work on contracts, and how to develop employees and work On the SAP program, coordinate and archive files and record employee information in the system .

Experience

10/2019 → 01/2020

King Salman Center for Disability Research Human Resource Specialist

I trained at King Salman Center for Disability Research in the Human Resources Department and worked on several tasks, most notably:

- 1- Communicating with job seekers, coordinating the dates of personal interviews, and participating in conducting personal interviews
- 2- I coordinated with the medical authorities to coordinate cooperation procedures regarding medical examinations for employees and job applicants
- 3- Follow-up of the employee's attendance and departure record, and the days of absence and delay
- 4- Coordinating the annual employee evaluation file
- 5- Follow up on employee requests for leave, add permits, and take the necessary notes through the ERP program
- 6 - Attendance at internal meetings and attend the discussion of the promotion programs, such as (ideal employee + distinguished management)

03/2018 → 05/2018

Al Faisaliah Medical Group field training

Field training at Al-Faisaliah Medical Holding Group before graduation in the Human Resources Department and worked on several tasks, most notably:

- 1- How to recruit, select, and assign and training in personal interviews
- 2- Announcing job vacancies and communicating with applicants for the advertised job
- 3- Study and develop plans for hiring and sorting the names of candidates
- 4- Sending files via email , following up and supervising them
- 5- Training in dealing with employees, training on time attendance and monitoring of delay and absence

Courses

05/2020

Training course in the Saudi labor Mada for human resources

05/2020

A training course in social insurance Mada for human resources

A training course in recruitment Institute of public Administration

Languages

- English: Good