



# AHMED YOUSEF ALHASSAR

HR OFFICER | [ahmedhassar@hotmail.com](mailto:ahmedhassar@hotmail.com)

Mobile: 056 833 2969

Nationality: Saudi – Status: Single

Date of Birth: 1994 - March

## EXPERIENCE

**HR OFFICER (SUPPORT UNIT: HR & ADMIN, LOGISTICS, SAFETY AND SECURITY) FROM: DEC – 2019 – TO: PRESENT SPACEMAKER LLC (NESMA TRADING) – TEMPORARY CONTRACT**

- 1- Managing HR Department for Subsidiary company of Nesma Trading approximate 500 – 650 Employees.
- 2- Recruiting (Locally and Internationally), Training and Developing Managers.
- 3- Preparation of Job Offers and Work Contracts.
- 4- Job Descriptions and advertisements.
- 5- Organizing Staff Training sessions and activities.
- 6- Monitoring Staff Performance and Attendance.
- 7- Advising line managers and other employees on employment law and the employer's own employment policies and procedures.
- 8- Interviewing candidates and negotiating salary and work conditions.
- 9- handling internal investigation with employees.
- 10- preparing settlement of employees who their services were ended in termination or resignation.
- 11- Handling Payroll of the Company for company staff & Contractors.
- 12- Developing company system and correcting errors of HR Operations, Employee Relations and Government related matters
- 13- Supervising HR Unit, 1 Time Keeper, 1 Document Controller, 1 Secretary.
- 14- Supervising Safety and Security Officers.
- 15- Supervising Logistics.

## OBJECTIVE

I am a highly determined individual to develop myself and workplace with perfect skills, I see myself as Self-motivated, hard-working, independent, highly systematic, ambitious and possess strong management skills, and I can, and I will always deliver the best results.

## LANGUAGES

Arabic Speaking	100%
Arabic Writing	100%
English Speaking	100%
English Writing	100%

**HR OFFICER FROM: SEP – 2018 – TO: PRESENT ((F&B) FRANCHISES: SEGAFREDO ZANETTI, HLAYEL SHAWARMA, CAB PIZZA, ABUSAIF, KAWATEM ALSHARQIYAH, BAKING UP, ABYAT ALNASEEM -STREAT-)**

- 1- Managing HR Department for Subsidiary companies of 200 – 250 Employees.
- 2- Leading team of GRO and Admin Staff.
- 3- Recruiting (Locally and Internationally), Training and Developing Staff.
- 4- Preparation of Job Offers and Work Contracts.
- 5- Job Descriptions and advertisements.
- 6- Organizing Staff Training sessions and activities.
- 7- Monitoring Staff Performance and Attendance.
- 8- Advising line managers and other employees on employment law and the employer's own employment policies and procedures.



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## SKILLS

Computer Use	100%
Letters/ Memos	100%
MS Office...	100%
Time Management	100%
Leadership	100%
Team Player	100%
Initiative	100%
Letters/ Memos	100%
HR Systems	100%
Management	100%
Photoshop	80%
Internet search	100%
Reports Prep	95%
Records Org	85%
Phone Calls	100%
Touch Typing	100%

9- Interviewing candidates and negotiating salary and work conditions. 10- handling internal investigation with employees. 11- preparing settlement of employees who their services were ended in termination or resignation. 12- Handling Payroll of 5 Companies.

### HR & ADMIN ASSISTANT • GULF DESERT CHEMICAL • SEP 2017 – SEP 2018

1- Monitoring attendance of all employees and provide weekly and monthly report to CEO. 2- Monitor the renewal and track of all company's official permits. 3- Assist in monitoring the company's governmental accounts on a timely manner. 4- Assist in handling the HR & Admin requests for all employees and provide weekly activities report accordingly. 5- Monitoring and supervising GROs and Public Relations activities with all governmental parties. 6- Monitoring vacations for all employees and provide monthly vacation report. 7- monitor the renewal of employees working permits and Iqamas, licenses and visit visas and provide monthly report.

### HR SYSTEMS

- 1- BAAN
- 2- JISR
- 3- ORACLE

### INTERNSHIP

#### ADMINISTRATIVE ASSISTANT • KFSH&RC (RIYADH) • 2016 – 2016

Training to be Administrative Assistant of Hospital Departments

#### EXECUTIVE SECRETARY • MINISTRY OF CIVIL SERVICE (DAMMAM) • 2014 – 2015

Training to be Executive Secretary of Department, required for graduation from IPA.

### EDUCATION

#### DIPLoma • 2016 • NIAGARA COLLEGE

Diploma in Office Administration (General) , 89% (A+)

#### DIPLoma • 2015 • INSTITUTE OF PUBLIC ADMINISTRATION

Diploma of Executive Secretary, GPA 4.83 out of 5 (A+)

### Training Courses:

#### Ethraa Courses(IPA):

1-Administrative Supervision (June 2020). 2- Recruitment & Selection (June 2020). 3- Administrative Leadership (June 2020). 4-Job Performance Management (June 2020). 5- Human Resources Planning (June 2020).



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**Workshops:**

- 1- Workshop for the Risks of Saudi Human Capital and Innovative Solutions on 17<sup>th</sup> December 2014.

**Doroob Courses:**

- 1- Basics of Management. 2- Leadership Essentials. 3- Introduction to Strategic Planning for Human Resources. 4- Managing Project Risks. 5- A Glimpse on Organizational Foundations.

**VOLUNTEER EXPERIENCE OR LEADERSHIP**

- 1- Organizing Graduation and Career Day of the Institute of Public Administration from 21<sup>st</sup> to 22<sup>nd</sup> May 2014
- 2- Organizing and supervising a Team of Data Entry in jobs exhibition for East Chamber of Commerce from 27<sup>th</sup> to 30<sup>th</sup> October 2014.

**HR General Skills**

