

Abdulhameed F. Al-Qallaf

CONTACT

Saudi Arabia, Saihat

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WORK EXPERIENCE

Mobily

Nov 2020 — Nov 2021

Complains Agent

- Define the customer issue and solve it.
- Raise IT tickets to proper department using various software's such as BMS / SEIBEL.
- Prepare daily reports.
- Data entry for each issue and if solved.

Shade Co. LTD,

Feb 2018 — Apr 2018

HR Officer

- Creation Of Contract and Offer Letters.
- Payroll and Salary Increment Adjustment (JDE Oracle).
- Company Official Letters such as Employment Certificate and Bank Letters.
- Re-joining from vacation formalities.
- Cash Advance and Housing Allowance payment requests.
- Job Posting.

M. S. Al-Suwaidi Industrial Services Co.

Dec 2015 — May 2017

Recruitment Administrator

- Screening CV's, Involves in short listing and pre-liminary interviewing potential candidates.
- Handling employee on boarding procedures.
- Creation Of Contract and Offer Letters.
- Cash Advance and Housing Allowance payment requests.
- Job Posting.

Gulf Union Insurance Co.

June 2013 — Feb 2014

Sr. Administrator

- Data entry using company software.
- Issue Medical Cards for costumers.
- negotiating prices.
- Collect proper documents and submit to head office.
- Supervising a branch including 4 employees.

QUALIFICATIONS

- Maintain professional and effective communication with Co-Workers / Candidates , Well organized with Time, paperwork and follow ups.
- Speak, read and write English perfectly, Typing speed (48 WPM) word per minute.
- knowledge of Computer Software's such as (Excel, Word and PowerPoint) also (Oracle, JDE).
- Typing speed (48 WPM) Word Per Minute.
- Fast learning skills.

- Well organized with Time, paperwork and follow ups.
- Software Design.
- Expert with (Unreal Engine 4) Video Game Developing.
- C++ Beginner and php advance coding.
- Expert With MySQL and PhpMyAdmin, As well As Online Software Design.

EDUCATION

High School Degree

Maas Privet High School

English Language

2012 — 2013

Spring International English Language Center

Unreal Engine 5 Scripting C++

Oct. 1 2019 — Oct. 3 2019

Udemy

Learning to Script in C++.

Program With C++

Sept. 25 2019 — Oct. 3 2019

Udemy

Learning to program with C++.

INTERESTS

- Professional / Competitive working environment to stimulate the employee.
- Continuous work to sharpen my skills and performance even further, to satisfy my motivations and interests.
- Willing to handle individual tasks and work with a team.

REFERENCES

Mr.Mustafa Al-Mattar / Sr. Recruitment Specialist

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