

**IBRAHEEM M AL FADHEL**

HR Consultant &amp; Public Relationship manager

✉ ibraheem\_979@yahoo.com ☎ 00966568291413  
 📍 KSA 🌐 saudi arabia 📅 9august1983  
 👤 married

**WORK EXPERIENCE****HR CONSULTANT**

Minds United Company

📅 Jun 2014 - Aug 2019

KSA, Al khobar

My primary job is to manage the company branch in Al Khobar . I attend to all , its requirements which include, but not limited to, the following :

Obtain required permits .Renew the commercial registration and pay relevant fees .

Renew the annual Chamber of Comers registration .Follow-up with Labour Office and obtain required visas . In addition, complete required forms and details in the Ministry of Labour.

Recruit candidates to be interviewed by the management in the main office in Bahrain .

Prepare various type of letters and certify them from Chamber of Comers .Complete / submit work and commercial visit forms on the MOFA and obtain required approvals .

Attend to Gulf and foren employees various requirement .

Follow up with GOSI and coordinate with them the addition and deletion of company employees by providing required documentations .

Coordinate with medical insurance companies in order to obtain mandatory medical coverage for company staff .

**(lease coordinator (contract with Saudi Aramco Company**

AL-JAZIRAH Vehicles Agencies Company

📅 Feb 2013 - Jun 2014

KSA ,Al Khobar

Prepare vehicles reports .

Cheek U-Drive vehicles and send those requiring repairs to maintenance division .

Monitor vehicles through the AVL system .

Monitor the drivers and coordinate their trips as requested by users .Issue and receive the vehicle to users through the SAP system .

**Secretary for the branch manager**

AAW&amp;PARTNERS Consulting Engineers

📅 Mar 2011 - Dec 2012

second industrial city

My duties consist of, but not limited to, the following :

Draft various types of letters .

Prepare weekly reports .

Receive inspection requests from contractors .

Prepare monthly reports .

**(Human Resources Officer (HRO**

MMG Al-Mojil Group

📅 Sep 2007 - Apr 2009

jubail

Complete personnel proceeding for the new and transferred staff to or from the project .

.Arrange for the Annual or Emergency leave for the project staff and forward them to the managements Monitor the staff through coordination with their direct supervisors and take appropriate actions whenever deemed necessary .

Communicate new ideas or new memos to the entire staff .

Prepare clearance letter for staff in the event of transfer or request for vacations or in the event of dismissal, etc.

Process the transmittal od documents and sent them to other departments .

**Authorized Debt Collector**

TASECO TMS COMPANY

📅 Aug 2006 - Sep 2007

Dammam

Manage invoices for companies with us .

Collection of amounts from customers .

Follow-up with banks for amounts collected .

**EDUCATION****Diploma**

IPA Institute of pablice administration /KSA Dammam

📅 Feb 2004 - Jul 2006

Dammam

Diploma of sales

**COMPUTER SKILLS**

MS Office	100%	MS Powerpoint	100%
MS Excel	100%	Skil	90%

**LANGUAGES**

English 🔵 🔵 🔵 🔵 🔵 Arabic 🔵 🔵 🔵 🔵 🔵