



Ali Hussain Alburaih

Human Resource Specialist

Presenting my experiences and innovations for development - I look forward to joining you as a leading work organization in its field and needs in achieving professional goals and contributing to the development of your work in a high image and efficiency.

📞 0504932298

✉ alburaih@hotmail.com

📍 Saudi Arabia , Dammam

♥️ saudi

WORK EXPERIENCE

2012 **Section Head personnel Dep - United Electronics Company (Extra)**
2022

- Oversee recruitment, interviews, appointments, and training of new employees.
- Oversee the daily workflow of the department.
- Developing and implementing human resources policies.
- Oversee and manage a performance appraisal system.
- Maintaining staff records and updating in Oracle system.
- Supervising Payroll and forward it to Finance Dep.
- Writing letters and drafting reports.
- Setting and implementing the organization's goals.
- Organizing all procedures related to employees, such as bonuses, promotions, Rewards, and annual increases.
- Documenting contracts and updating wages On Mudad and GOSI website.
- Supervising the expects' files and their movement through the Muqem website.
- Bridging management and employee relations by addressing demands, grievances, or other issues.

2004 **Senior Payroll Accountant - United Electronics Company (Extra)**
2012

- Updating payroll files
- Calculating net salaries, deductions.
- Calculating of entitlements and end of service benefits.
- Calculating overtime earnings
- Monitor paid and unpaid leaves
- gmanagement and employee relations by addressing demands, grievances, or other issues.

LANGUES

Arabic

English

SKILLS

WORD

EXCEL

Knowledge of (Saudilaborlaw).

preparation the statistics

EDUCATION

2001 **TECHNICAL COLLEGE AT AL HASSA | diploma**
Accounting