

SALMAN ALI MOHAMMED AL-RASHID

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DATE OF BIRTH: 14/3/1990 | SOCIAL STATUS: SINGLE | NATIONALITY: SAUDI

OBJECTIVE

MY AMBITION IS TO BE ADMIN ASSISTANT AND COOPERATE WITH TEAMWORK, SO I CAN EXPRESS MY EXPERIENCE IN YOUR ESTEEMED COMPANY.

EDUCATION

- ❖ DIPLOMA DEGREE | 2009 - 2011 | COLLEGE OF TECHNOLOGY IN DAMMAM
 - MAJOR: MARKETING
- ❖ ENGLISH LANGUAGE COURSE CERTIFICATE | 21/3/2017 – 17/4/2017
THE HORIZON INSTITUTE FOR LANGUAGES IN DAMMAM

EXPERIENCE

1. SALES MAN | IKEA OF HOME FURNISHING CO. | 14/1/2012 - 5/6/2012
2. SALES MAN | AXIOM TELECOM CO. | 6/6/2012 - 1/3/2013
3. COURSES COORDINATOR | AL-BASSAM INSTITUTE OF HIGHER EDUCATION | 2/12/2013 - 27/2/2014
4. SALESMAN ASSISTANT | KUTAYBA AL-GHANIM HOLDING CO. | 14/6/2014 - 30/6/2015
5. ADMIN ASSISTANT | ZAMIL GROUP TRADE & SERVICES CO. LTD | 2/7/2015 - 22/4/2021

DUTIES & RESPONSIBILITIES AS || ADMIN ASSISTANT

1. PREPARE BUSINESS VISIT VISA THRU MOFA SYSTEM.
2. ISSUING EMPLOYMENT CONTRACTS & INSERT NEW EMPLOYEES INFORMATION IN THE SYSTEM. [ACCESS + EXCEL].
3. ISSUING ADMINISTRATION LETTERS.
4. BOOKING HOTEL ROOMS AND SIGNING AGREEMENTS BETWEEN THE COMPANY & HOTEL.
5. ISSUING REQUEST FLIGHT TICKETS FOR EMPLOYEES.
6. INSERT LEAVE APPLICATION IN THE SYSTEM [ACCESS – EXCEL] .
7. MAINTAIN THE FILE RECORDS & WITH TELEPHONE EXTENSION LIST.
8. RESPOND TO CUSTOMER REQUESTS VIA E-MAIL.
9. DEALING WITH INCOMING AND OUTGOING CALLS.
10. PREPARE FINANCIAL REPORT [PETTY CASH] IN EXCEL SHEET.
11. SCAN DOCUMENTS.
12. REGISTRATION & DELETION EMPLOYEE'S FROM GOSI SYSTEM.
13. PREPARE GOSI CERTIFICATE
14. RENEW & EXTENDED PASSPORTS FOR NON – SAUDIS THRU MUQEEM PORTAL.
15. ISSUING & EXTENDED EXIT RE – ENTRY VISA [SINGLE – MULTIPLE] THRU MUQEEM PORTAL.
16. IQAMA RENEW.
17. PREPARE WORK PERMIT & INFORMATION UPDATE THRU MINISTRY OF HUMAN RESOURCE & SOCIAL DEVELOPMENT SYSTEM.

6. HR COORDINATOR | ZAMIL GROUP TRADE & SERVICES CO. LTD | 8/2/2018 - 16/8/2020

DUTIES & RESPONSIBILITIES AS || HR COORDINATOR

1. HANDLING ATTENDANCE MANAGEMENT PROGRAM [TIME SHEET]
2. PREPARING KEY PERFORMANCE INDICATORS [KPI] AND PERFORMANCE EVALUATION AND DEVELOPMENT PLAN [PEDP].
3. ARRANGE THE TRAINING AGREEMENTS AND COORDINATE WITH LOCAL INSTITUTES TO DEVELOP THE EMPLOYEES SKILLS.
4. DEALING WITH ODOO SYSTEM TO PROCEED EMPLOYEES REQUIREMENTS.
5. COLLECTING HR METRICS DATA.
6. ISSUING JOB OFFERS AND EMPLOYMENT CONTRACTS.
7. PREPARING EMPLOYEES IDENTITY CARD.
8. COORDINATE WITH THE CANDIDATES.
9. POLICES & PROCEDURES IMPLEMENTATION.

7. ADMINISTRATIVE SECRETARY | PETS HOUSES TRADING COMPANY | 8/2/2022 - 14/4/2022

DUTIES & RESPONSIBILITIES AS || ADMINISTRATIVE SECRETARY

1. LIAISING WITH THE MINISTRY OF MUNICIPALITY PORTAL [BALADI]
2. LIAISING WITH THE CIVIL DEFENCE PORTAL [SALAMAH]
3. COORDINATE WITH CCTV OFFICES TO PREPARE SECURITY CAMERAS LETTERS.
4. DEALING WITH POLICE STATIONS TO ISSUE ENJAZ LETTERS FOR CCTV [CLOSED-CIRCUIT TELEVISION]
5. SIGNING AGREEMENTS BETWEEN THE COMPANY & SAFETY EQUIPMENTS OFFICES.
6. ORGANIZE ATTESTATION OF CERTIFICATES FROM EASTERN CHAMBER OF COMMERCE.

SKILLS

- DEALING WITH MICROSOFT OFFICE [OUTLOOK, WORD, EXCEL, ACCESS]
- STRONG DESIRE TO LEARN NEW THINGS THAT RELATED TO MY JOB.
- GOOD IN WORKING UNDER PRESSURE.
- VERY GOOD IN ENGLISH.
- FAST LEARNER.