

Sami Hamid Alaqaibi

Saudi Arabia, Eastern Province

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Objective:

To hold a position where I can apply my acquired expertise, skills and talents, where I can utilize my potential and experience to assist the organization in achieving its goals and objectives.

Education

- Bachelor of Arabic Language from Taibah University , Madina KSA , 2009
- High school certificate , Yanbu , 2003

Employment History

Smart Cities Solutions Co.

Job title: Human Resources Officer APRIL 2021- until now.

Saad H. Bin Dajam Joint Co.

www.bindajam.com

Job title: Deputy Director of Human Resources September 2019-2020

Responsibilities:

- Employee Services: Execute and follow up HR related questions, employee services such Processing annual vacation and scrutinizing all vacation requests, arranging all travel requirements of employees Visa, Passport, Air tickets, etc.
- Contracts, vacation, Iqama and Passports, Medical insurance, GOSI.
- Official documents: Coordinate and monitor the issuing and renewal of employees' official documents (such as visas, passports and work permits), in order to ensure timely handling and compliance of such documents with regulations at all times.
- All the acts of human resources connected with employment contract, GOSI & Labor office system, Iqama & Passports, Medical insurance.
- Review applications, manage interviews, and short-list candidates.

Eastern Industrial Company (EICO).

www.eico.com.sa

Job title: HR Admin, Payroll & Benefits Compensations

July 2015

& Medical Insurance Officer

Responsibilities:

- Employee Services: Implementation and follow-up issues related to human resources of the preparation of payroll and benefits and compensation

- Employee Services: Execute and follow up HR related questions, employee services such Processing annual vacation and scrutinizing all vacation requests, arranging all travel requirements of employees Visa, Passport, Air tickets, etc.
- Worked on Time & Attendance System (TAS) and Microsoft Dynamics for System (accountant) & AIMS for System payroll.
- Contracts, vacation, Iqama and Passports, Medical insurance, GOSI.
- Official documents: Coordinate and monitor the issuing and renewal of employees' official documents (such as visas, passports and work permits), in order to ensure timely handling and compliance of such documents with regulations at all times.
- All the acts of human resources connected with employment contract, GOSI & Labor office system, Iqama & Passports, Medical insurance.
- Review applications, manage interviews, and short-list candidates.

Alrazi Pharma Industries.

alrazi-pharma.com

Job title: Human Resources Coordinator

June 2014 – June 2015

Responsibilities:

- Employee Services: Execute and follow up HR related questions, employee services such Processing annual vacation and scrutinizing all vacation requests, arranging all travel requirements of employees Visa, Passport, Air tickets, etc.
- Contracts, vacation, Iqama and Passports, Medical insurance, GOSI.
- Official documents: Coordinate and monitor the issuing and renewal of employees' official documents (such as visas, passports and work permits), in order to ensure timely handling and compliance of such documents with regulations at all times.
- All the acts of human resources connected with employment contract, GOSI & Labor office system, Iqama & Passports, Medical insurance.
- Review applications, manage interviews, and short-list candidates.

Aljeri Transportation Company

www.aljeri.com

Job title: Administrative Affairs

November 2012 - June 2014

Responsibilities:

- All the acts of human resources such as employment contracts, GOSI & Labor office system, Iqama & Passports, Medical insurance.
- Work Visa (from website of the Ministry of Foreign Affairs).
- Typing all the Human Resources Dept. letters.
- Receipt all Aramex & DHL shipments and retaining a copy in our file.
- Contracts, vacation, Iqama and Passports, Medical insurance, GOSI.

Agency Via light Advertising

Job title: HR Admin Assistant

March 2011 - October 2012

Responsibilities:

- Contracts, vacation, Iqama and Passports, Medical insurance, GOSI.
- Payroll and management accounts.
- Review of government departments.
- Visit companies for advertising.
- All acts of human resources from personnel files.

Skills

Perfect Knowledge of MS Office, Outlook Express, Communication Skills speech and Presentation Skills, Acceptable in English and Proficient in Arabic Languages, willing and Keen to learn computer, quite familiar with using faxes and photo copy machines.

Personal details

- Nationality : Saudi
- Marital status : Married
- Date & place of Birth: January 1984, Yanbu.
- Resident of : Saudi Arabia , Eastern Province