

KHALID MURDHI

HR Assistant

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Riyadh

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Nationality:

Saudi

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OBJECTIVE

Ambitious, persistent and trustworthy character, I am seeking to have an opportunity to enhance my career in the field of human resources in a reputable company with exceptional skills that enable me to exploit my skills and experiences.

EXPERIENCE

Saudi Arabia,
Riyadh
January 2021 –
until now

Initial Check up Specialist

ELM Company



Welcoming all customers, ensuring that the required data is recorded for all customers, in the Tagasi system and smartsheet system, Identity matching for all customers, solving problems if any and making, ensure that the sample is linked in Tagasi system.

Saudi Arabia,
Riyadh
April 2019 - July
2020

HR Assistant

Network Operation Company



Working on Enterprise resource planning program (ERP), Create database HR of company, administrative communications, Medical insurance and Payroll for all branches of the company, Job Offers, HRIS, Preparation the electricity company cards, activate bank cards for employees, Vacations, Experience Certificates, Contracts of Employees, Termination, Resignations, Government program (Muqem, GOSI, HR Policies, Chamber of Commerce and all related to Personnel.

Saudi Arabia, Riyadh
February 2017 - May
2017

HR Trainee

McDonald's



I worked in four HR functions

- 1- Employee Relations
- 2- Talent Acquisition Planning
- 3- Organizational Development
- 4- Talent Management

EDUCATION

Saudi Arabia, Riyadh
January 2011 - May
2017

Bachelor BA.

King Saud University

SKILLS

- HRIS, Knowledge of Labor Law, Using Computer Microsoft Office (Word, Excel and Ppt), Ability on Organizing and Planning, Communication Skills, Ability to research and analyze, Desire to learn, Flexibility in work, the ability creativity and solve problems, work effectively in a teamwork, the ability to work under pressure, Time management, Reports preparation, various HR work such as payroll, vacations and Leaves clearances.

LANGUAGES

English

Intermediate. STEP

PROJECTS

I worked in the Fiber Duct project TNOC Mar 2019.

I worked in the SABIC project for polarization AKEED 2018 .

CERTIFICATIONS & COURSES

Strategic Planning Fundamental TRA Jun 2020, People Management Skills, CIPD May 2020, Human Resources Planning, Polarization & Selection IPA Apr 2020, Customer Relations Management Specialist Riyadh Chamber Apr 2019, Business Planning Skills KSU Feb 2019

Labor, Market Skills KSU Feb 2019, Qualifying a Human Resources Specialist Riyadh Chamber May 2018, Career Planning HRDF Mar 2018, Strategic Planning for HR HRDF Mar 2018, Fundamental of Management HRDF Mar 2018 Projects Management HRDF Mar 2018, Training of Trainers TVTC Apr 2016, Professional Planning Skills KSU Feb 2016, Certificate from ITC Aug 2011, Certificate from STC Jun 2009 and Graduates Course for the Labor Market TVTC Mar 2009 .

INTEREST

I am interested in HR and best practices in HR International.