

Ali Almomen

2878 Ibn UmmMaktume,
AlAzizia, Dammam 7785-32424
Nationality: Saudi
Date of birth: 16/4/1986
Marital Status: Single
Kingdom of Saudi Arabia
Phone: 0594122990
alialmomen1@gmail.com

OBJECTIVE

To enhance my work ethics and skills and improving my communication abilities by obtaining a position in your respectable Organization.

EDUCATION

- *Bachelor of Arts in Communication and Management* *May 2012*
- Saginaw Valley State
University, University
Center, MI United States

LANGUAGE SKILLS

Fluent: **Arabic and English**

Projects and Work

HR Coordinator in Universal Cold Store Trading Company November 2019 – present

- Responsible Working on Gosi website and Saudization for the Company on daily basis.
- Responsible for and Working on the medical insurance for the employees on daily basis.
- Responsible and providing the employees with Zain sim cards for the work-related tasks.
- Ensuring compliance with legal, contractual, or statutory procedures on personnel management such as recruiting welfare benefits and work contract termination.
- Defining job positions for recruitment and managing the interview process
- Carrying out staff induction for new team members.
- Managing personnel's individual and collective development, such as training, assessment, and promotions.

HR Manager Assistant and HR Coordinator in Gulf Business Horizon Co, Nokia and Huawei May 2015- Jun18

- Ensuring compliance with legal, contractual or statutory procedures on personnel management such as recruiting welfare benefits and work contract termination.
- Defining job positions for recruitment and managing the interview process
- Carrying out staff induction for new team members.
- Managing personnel's individual and collective development, such as training, assessment, and promotions.

- Overseeing the smooth running of HR-related administrative tasks, such as holiday management, sick leave, replacement jobs and wage payments.
- Following up litigation and disputes involving company personnel.
- General office management issues.
- Answering work related calls.
- Solving Employees Affairs.
- working on government documents for the employees like renewing and issuing resident license.
- Using Muqem and Ministry of Labor Websites on daily basis.
- Typing letters for the employees.
- Interviewing potential employees and reading CVs
- Responding to employees concerns and questions over the email and phone.
- Office of International Students at SVSU: *Winter 2013-Summer 2014*
- Worked as translator for new international students.
- Worked in the orientation with the new students.
- Organizing and submitting different documents

○ ACHIEVEMENTS

- | | |
|--------------------------------------|-------------|
| • Defensive Driving Certificate | August 2018 |
| • Osha Certificate | August 2018 |
| • Fire Safety Certificate | August 2018 |
| • Nebosh HSW Certificate | August 2018 |
| • Six Sigma: Yellow Belt Certificate | June 2013 |
| • Leadership Development Certificate | March 2013 |

- ISO 9001 & ISO 14001- Quality Management System Certificate March 2013

- Dean's List

Fall 2010

INVOLVEMENTS

- GTRI Global Talent Retention Initiative of Michigan Conference:

Fall 2013

- Attending and participating in the Conference.
- Participating and attending Work Shops.

- Promoting a Catherine Tumber's speech on SVSU Campus:

Fall 2012

- Problem solving solutions related to event management.
- Creating different profiles on social media sites for event promotion.

- Marketing environment- friendly subject matter to interested parties and friends within the University.

- Composing written report outlining educational value of the speech.

- SIMS- Public Speaking Competition:

Fall 2009

- -Responsible for organizing the location of the event and served as host for the event.
- -Accurately timing the contestants to ensure the guidelines were adhered to.

- SVSU Cultural Night Participant:

Winter 2007-2008

- Performing on stage with many other participants of our various cultures
- Choreographed dance routines.
- Brainstormed various ideas with the event committee members.

SKILLS

- Microsoft Office: Word, PowerPoint, and Excel
- Multimedia: Adobe Flash, Photoshop, Illustrator, and In-design, Dreamweaver Video Software: Silverback, Camtasia software, and iMovie.
- Programming Languages: HTML, JavaScript, Visual Basic. IBM Statics Software and Sapp.
- Time Management, Organization, Leadership, Self-motivation, Communication, Decision Making, Conflict Resolution, Adaptability, and ability to work under pressure.
- Knowledge of Ministry of labor law.

