



Yousef Al Ghuwainem

Human Resources



Summary

To obtain a job within my chosen field that will challenge me and allow me to use my professional skills and past experience in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.



Experience

HR Department

Saudi Irrigation Organization (Trainee)

Training and Development:

- Hire and oversee training and L&D Specialists.
- Coordinate and organize training sessions with employees.

Employees Affairs:

- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Update internal databases with new hires' data (e.g. contact details and bank accounts).
- Maintain employee records (e.g. vacation and sick leaves).



Education

Bachelor of Human Resources Management

King Feisal University

English Language

Nass Language Institute



Courses

- Course in entrepreneurship between opportunities and challenges
- Course in employee motivation
- Course in recruitment and selection
- Training program in research strategies the rules of system



Contact

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Skills

MS Office



Communication



Organizational and time management.



Languages: Fluent in Arabic and average in English



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