

ABDULRAHMAN AL NUTAYFAT

PROFESSIONAL SUMMARY

Resourceful HR Recruiter polished in posting and advertising job vacancies through print, audio and virtual mediums and evaluating applicants by discussing job requirements and qualifications. Driven and goal-oriented professional possessing first-rate decision-making and time management skills paired with deep familiarity of interviewing techniques. Expertise in recruitment and applicant screening.

WORK HISTORY

HR Recruiter, 09/2021 to Current

Al zamil O&M - Al kobar, Saudi Arabia

- Attracting candidates from abroad
- Interviewing the candidates from A to Z
- Making the job offer and completing the recruitment steps

Admin - data Entry, 09/2019 to 09/2021

Tahkom - Al kobar, Saudi Arabia

EDUCATION

Bachelor of Arts, Faculty of Education, 05/2017

King Saud University - Riyadh, Saudi Arabia

CERTIFICATIONS

- [The Power Of Teamwork] Training - [Nov-2020]
 - [Human Resources Functions] Training - [Dec-2020]
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CONTACT

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SKILLS

- Interviewing candidates
 - Recruitment event planning
 - Contract negotiation
 - High volume recruitment
 - Recruitment service promotion
 - Employment contract development
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