





# RAGHIB ALSHAIKHHUSSAIN

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[LinkedIn Profile](#) 



## OBJECTIVE

To Get a Job in office environment where I can utilize my skills to support achieving the company goals.



## EDUCATION

**Marketing | Arabian Open School**  
MAR 2021 – CURRENTLY

**English | English as Second Language International / US-KY**  
JAN 2015 – MAY 2016

**Human Resources Management | Institute of Public Administration**  
APR 2012 – JAN 2015



## COURSES

**Key Performance Indicator | Royati International Training Center**  
SEP 15, 2018

**Professional Sales | DROOB**  
MAY 23, 2021



## EXPERIENCE

**HR Specialist | DR. Alnaamy Specialist Hospital**  
OCT 25, 2020 – FEB 14, 2021

Responsible for the company's operations with human resources management Supervision of human resources management Employment, contracts, appointment. Create payroll reports for 500 employees, Internal transactions / leave, preparing reports, letters, storing data, end of service, final exit Residency renewal, issuance and modification of Professionals.

**HR Assistant | ABSAR**  
SEP 17, 2017 – NOV 10, 2020

Responsible for the company's operations with human resources management Supervision of human resources management Employment, contracts, appointment Create payroll reports for 440 employees, Internal transactions / leave, tickets, departure and return, as well as work trips, preparing reports, letters, storing data, end of service and final exit Residency renewal, issuance and modification of Professionals.

### **Transportation Coordinator | Arabian Food Supplies**

MAR 01, 2017 – AUG 20, 2017

Responsible for coordinate and guidance with drivers and the brand official in the company by emails and phone, with daily report and the overtime for the drivers.

### **Internship | Saudi Taab Cont. Co LTD**

AUG 11, 2016 – JUL 17, 2016

### **Internship | Alahlia for Cooperative Insurance**

OCT 2014 – JAN 2015



## **SKILLS**

- Work on databases and on different platforms.
- Microsoft office (Word, Excel and PowerPoint).
- Training.
- Organized and flexible.
- Fast and self-learning.
- Data analytics.