






# Redah Al Mahdi

## CONTACT

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## SKILLS

- Human resources management
- File and records management
- Excel proficiency
- Training and development
- Equal opportunities facilitation
- Training development
- Human resources strategy
- Multitasking abilities
- Recruitment process management
- Employee relations
- Contract termination procedures

## LANGUAGES

**Arabic:** Native language

**English:**  B2  
Upper intermediate

## PROFESSIONAL SUMMARY

HR Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

## WORK HISTORY

**Human Resources Coordinator** 01/2020 - Current

**Resa Gulf Scaffolding Co. Ltd.** - Khobar, Eastern Province

- Managed the recruitment process.
- Adding employees via GOSI website.
- Add Employees in ERP System.
- Add employees to health insurance.
- Managed all aspects of leave administration, including employee notifications, and health benefits.
- Operated as an internal auditor analyzing field hiring practices and provided insight and solutions.
- Complied and maintained personnel reporting information and documentation;
- maintained personnel records, to include official personnel files and annual performance appraisals.
- Reviewed and approved all written corrective action to ensure fairness and consistency.
- Arrange training for employees on external institutes (TUV , THUET ,WPR, etc).
- Procedures for booking travel tickets for employees.
- Issuance of exit and return visa through Muqem website.

**Administrative**

12/2016 - 04/2019

**AL SUBITI STEEL & ALUMINUM** - Dammam, Eastern Province

## EDUCATION

**Bachelor of Business Administration:** Business Administration, 2019  
**Imam Abdulrahman Bin Faisal University** - Dmmam

**Diploma:** Human Resource Management, 2011  
**king Saud University**