

# ALI ALNASSER

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Eastern Province

Recruitment Coordinator of Human Resources at company FTE Logistics, a specialist in human resources looking for an opportunity to join the human resources team in order to increase my experience by using my skills and abilities and develop them in the best way and contribute to achieving the company's goals and objectives in line with the company's strategic goals, vision and mission.

## Experience

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- ❖ Recruitment Coordinator of Human Resources at company FTE Logistics King Abdul-Aziz Port Dammam – 2021 August to present
  - ✓ Working in all stages of the recruitment process and close vacancies
    - Drafting and updating job descriptions for vacant positions
    - Coordination of interviews and communication with applicants
    - preparing job offer letters for job candidates
    - Review the reference past experiences of job candidates
    - Organizing candidate data such as resumes, job assignments and contact details in internal databases
    - Communicate with external recruitment agencies to attract workers
- ❖ Collaborative training - Royal commission of Jubil and Yanbu, Health Service Program at Yanbu – 2021 January to April (12 weeks)
  - ✓ Officer Human Resources
    - Working in all stages of the recruitment process and close vacancies
    - Responsible for sourcing, attracting and closing the top talent for the company.
    - Gather role requirements from stakeholders and fill the candidate pipeline with highly qualified candidates.
    - Identify and screen candidates, while clearly explaining their potential role.
    - Contacted and interviewed qualified candidates for relevant job positions.
    - Managed and negotiate candidates' salary expectations, and ensure a smooth transition with the onboarding team
    - Termination of services
    - Archiving documents
    - Approval of leave requests

## Education

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- ❖ Bachelor of Human Resources Management | Yanbu University College, 2016 – 2021
  - ✓ GPA 2.82 out of 4

## Languages

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- ❖ Arabic (Native language)
- ❖ English (Advanced)

## Personal and Technical skills

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### ❖ Personal skills

- ✓ Leadership
- ✓ Communication skills
- ✓ Problems solving
- ✓ Organizational
- ✓ Make decisions and take responsibility
- ✓ Time Management

### ❖ Technical skills

- ✓ Strong proficiency with safeer, healthy, SAP HCM, MenaHR.
- ✓ Professional in using Microsoft programs such as (MS Project, Visio, Excel, Access, PowerPoint)
- ✓ Employment law knowledge
- ✓ Proven ability with recruiting top performers

## CERTIFICATIONS

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### ❖ Doroop

- ✓ Basic Work Skills – 1
  - Number of Training Hours: 4, Issue Date: 2020-5-5
- ✓ Basic Work Skills – 2
  - Number of Training Hours: 5, Issue Date: 2020-5-6
- ✓ Leadership Essentials
  - Number of Training Hours: 3, Issue Date: 2020-5-7

## ACHIEVEMNTS

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- ❖ Leading many groups in my college life
- ❖ Assist the administration in organizing and directing students