



Abdullah Khalaf Alotaibi

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Saudi

Single

Eastern Province, Dammam

LANGUAGES

Arabic

English

TRAINING COURSES

- Saudi Labor Law**
Asharqia Chamber Training Centre
Duration: 16 training hours
- Key Performance Indicators (KPIs)**
Asharqia Chamber Training Centre
Duration: 16 training hours

PROFESSIONAL SKILLS

- Providing highest level of quality & service.
- Creativity and problem solving.
- Self-awareness, always seeking to learn, grow and extend my knowledge.
- Excellent communication Skills
- Punctuality
- Ability to work under pressure.

PERSONAL ATTRIBUTES

- Leadership
- Self-Motivation
- Adaptability
- Communication
- Decision Making



OBJECTIVE

I have been working in the private sector since 2009 in major Saudi and international companies such as GASCO COMPANY as a technician, maintenance of production lines, then P&G and VALLOUREC COMPANY then I transferred my career to human resources because it is my passion and professional dream and I started this journey since 2015.



EDUCATION

Diploma in Human Resources Nov 2019 – Jan 2020
The Chamber of Commerce & the Ministry of Labor
📍 Dammam

Diploma in Mechanical Engineering Mar 2006 – Sep 2008
Jubail Technical Institute
📍 Jubail



EXPERIENCE

Human Resources Specialist Jan 2022 – present
Omran Arabia Company

- In-charge of Qiwa platform to execute all related transactions such as transferring new employee, uploading contract...etc.
- Working on Ajeer platform to perform the necessary procedures with regard to operations department needs.

Personnel Affairs Mar 2019 – Nov 2021

Gulf Quality Control Co. Ltd. (GQCCO)

- Amending employee contracts and log them into the company's system.
- Opening internal register for the company.



Personnel Assistant Jan 2015 – Nov 2018

Abdulaziz Alotaibi General Cont. Est.

- Organizational work for human resources.
- Amendment of files and their introduction into the company's system.
- Amendment of government claims that were causing the company many fines and avoided.

Operating & Maintenance Technician Jul 2012 – Dec 2015

Vallourec Company

- The department was built by a team who was one of my most important elements until my departure from the company



Operating & Maintenance Technician Mar 2010 – Jul 2012

Modern Industries Company

- I won the Department technician award for achieving high-quality results as well as the results of daily reports



Technical Mechanics Jan 2009 – Jan 2010

GASCO Company

- I was working on repairing heavy equipment and improving its level of service with periodic maintenance.
- Dealing with Aramco in the event of a breakdown with them.

