

Human Resources & Operation Assistant

PERSONAL INFORMATION & CONTACT DETAILS

Name: zuhair Ali Ahmed Al-bin Saleh
Civil Status: Single
Date of Birth: 12 November 1995
Email: Z195r@live.com

Nationality: Saudi
Address: Al-Dammam
Mobile: +966 56 742 9967

PERSONAL SUMMARY

Human Resources & Operation Assistant who is familiar with all the best HR practices and policies, and who knows how to effectively function in the workplace. One of my greatest strength is being able to ensure that an organization employs the right balance of staff in terms of skills and experiences. On top of this, an excellent organizational skills, coupled with an ability to create at all levels of the HR organization a highly engaged workforce. Right now, I am looking for a position with a company that is looking to recruit talented employee who can get results.

CAREER HISTORY

Designation: Human Resources & Operation Assistant
Inclusive Dates: **11 March 2020 – Present**
Employers Name: Contemporary Structure Co.
Company Type: Civil & Construction

Responsibilities & Duties:

- Maintaining employees' files in the HR filing system, with accurate records
- Dealing & handling all the operation with Saudi Government Programs like Ministry of Labor, Muqeem, Zawil, Tamm, GOSI, Qiwa, Mudad, Chamber of Commerce, etc.
- Reviewing staff monthly: settlement, vacation, increment
- Recruitment: Preparing job postings for vacancies, reviewing resumes & filing the applications sent in by job applicants
- Responding to applicants regarding job openings and scheduling interviews for job applicants, doing the interview.
- Supporting the projects with the requirements:
 - Manpower, transportation & equipment
 - Certifying the employees based in the project
 - Dealing with the clients systems (Aramco, SEC), doing the ID's for the employees, issuing the stickers for the vehicles, submit & entering the invoices along with updating the information In the systems (SAP Ariba , SEC Portal)
- Preparing and completing new employee's staff, from the employment contracts, medical insurance, accommodation, etc.

- Coordinate with travel agency to arrange for the employees the fly tickets
- Planning the workflow for the new trainee employees
- Planning the vacation for the employees
- Time sheet & payroll
- Participate in the bidding related to the manpower for the new projects.
- Making decisions in the absence of senior HR Manager
- Registration for new vendors (ARAMCO , SWCC, NWC, SPRAK...ETC)
- Developing HR policies

CAREER HISTORY

Designation: Human Resources Assistant -Trainee

Inclusive Dates: **28 October 2019 – 10 March 2020**

Employers Name: Riyadh Company

Company Type: IT &Construction

Responsibilities & Duties:

- Updating employee records with holiday requests, payroll changes and any leave due to illness
- Responding to letters, emails and general correspondence
- Dealing with employees' complaints
- Providing specialist information and guidance to employees and managers on HR policy and practice and employment law
- Monitoring and tracking all recruitment activity in the office
- Assisting the HR team with other generalist activities and projects as required

SKILLS

- Ability to multitask and prioritizes key tasks
- Teamwork
- Staying up to date with the latest Human Resources developments
- Able to prioritize, plan and organize a workload - with accuracy

LANGUAGE

- English: Intermediate
- Arabic: Native

ACADEMIC QUALIFICATIONS

Degree: Bachelor of Human Resource Management

Institution: King Faisal University

Inclusive Dates: 2013 – 2018

REFERENCES

Available upon request