

# Abdullah Al Jishi

HR Manager

A highly professional Human Resource Manager with distinctive background in overseeing day-to-day operation activities , assessing the performance, writing reports, handling compliance issues, interacting with management, and dealing with confidential information. Skilled in motivating, influencing, and supporting employees , Currently, I am seeking a position where I can utilize my experience,knowledge and skills to advance the company mission and objectives, and developing opportunities that further establish an organizational goal.



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Saudi Arabia, Eastern province,  
Qatif city, Nationality: Saudi



31 May, 1990

## SKILLS

Performance Evaluation

Excellent analytical skills

Business Development

Decision-Making Skills

Communication Skills

Team work ability

Negotiation skills

Data analysis

Planning and Evaluating

Continuous Improvement

Complex Problem Solving

Attentions to Details

MS Office

## CORE STRENGTH

Exceptional abilities in making administrative decisions and writing the necessary recommendations

Excellent abilities in solving complex corporate problems and communicating with the relevant departments for assistance.

Proficient in attracting,motivating,coaching and developing team members

Handling all confidential information in a professional manner

Strong understanding of human resources concepts, laws and compliance standard

Ability to resolve typical and common complex problems as well as take responsibility for work

Setting goals for performance and deadlines in ways that comply with the company's plans and vision.

## EDUCATION

### Diploma's degree of Technical Support

College of Technology at Qatif.

GPA 3.70 out of 5.

## WORK EXPERIENCE

### HR Manager

Muntazah Markets Company

11/2013 – 12/2021,

Tasks/Achievements

- Schedule and coordinate Interviews for candidates , Writing job offers and employment contracts,, Issue and renew of health certificates ( Baladia Cards) for all employees. Paying Monthly Utility Bills..
- Responsibilities include Prepare the payroll and WPS files and check the time sheet for all employees, Employees Management.
- Prepare Report System Payroll.
- Support the development and implementation of HR initiatives and systems.
- Creating, maintaining and updating personnel files in complying with the Labor Law and the internal regulations.
- Providing counseling on policies and procedures.
- Reviewing employment and working conditions to ensure legal compliance.
- Upload electronic contracts & WPS files in Mudad, Dealing with medical insurance agreements, Full knowledge of Gosi, Muqeem, Qiwa and Tamm services, booking tickets.
- Prepare for vacation and final exit settlements.

## LANGUAGES

Arabic  
Native

English  
Professional Working Proficiency