



YOUSEF ALSUBAIE

HR ADMINISTRATOR

PROFILE

A multi-talented person who has gone through many experiences in various field. Someone who works with intelligence and has loyalty to the company that values him.

UNIVERSITY STUDY

Business Administration:
one year course- Jubail university college

Civil Engineering:
FROM 2012 To 2015 - KFUPM

TRAINING COURSES

Introduction to SAP
PMP project management
CMA certified management
Public relations and Protocol
Development of leadership skills
OSHA ge industry

LANGUAGE TESTS

IELTS : 5.5
STEPS : 88/100

HOW TO REACH ME

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CAREER SUMMARY

HR Administrator

Al Amara international | May 2020 to Present

- Maintains records of insurance coverage, retirement plans, and personnel transactions such as promotions, transfers, performance reviews, terminations, and other related personnel and payroll issues.
- Recruit and coordinate interviewing .
- Design and implement effective training and development plans.

Retail Supervisor

Al Shaya Co. | April 2017 to Sep 2018

- planning and preparing work schedules and assigning staff to specific duties.
- Build and train sales specialists' team
- Inspect company equipment regularly to ensure maintenance..

Debt collector

Damascus factory | May 2014 to Feb 2016

- Keep tracking outstanding debts.
- Locate and contact debtors.
- Build trust with debtors.

Customer Service

Al Obaikan | Jun 2011 to April 2012

- Processing orders and transactions
- Tracking customer service KPIs
- Resolving issues and troubleshooting technical problems