

Contact :

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Nationality : Saudi

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Top Skills

Human Resources (HR).

Customer Service.

Customer Relationship Management (CRM).

Team work.

Microsoft office.

Languages :

- Arabic : Native.

- English : Fluent.

Sajjad Alzaidani

HR and CRM executive at NMA

Saudi Arabia

Summary

Resourceful and self-motivated who is looking to cultivate my career. Enthusiastic and determined to succeed. Hardworking individual with exceptional communication and inter personal skills. Consistently working to the highest professional standards and thrive when working as part of a team. Possess willingness to learn and expand scope of knowledge.

Experience

NMA

HR and CRM Manager

May 2019 - December 2020 (1 year 8 months)

Al Khobar, Eastern, Saudi Arabia

- Inform applicants about job details such as benefits and conditions.
- Hire or refer qualified candidates.
- Plan and coordinate the workforce to best use employees' talents.
- Resolve issues between management and employees.
- Advise managers on policies like equal employment opportunity, Saudization etc...
- Coordinate and supervise the work of specialists and staff.
- Direct disciplinary procedures for our staff.
- Meeting customers alongside our sales representatives.
- Registering our company with Sab Ariba (ARAMCO) and Achillis (SABIC) and creating a vendor number.
- Creating all sorts of government registrations such as, injaz, baladiya, Gosi, business absher, MOL, and maintaining them.
- Iqama renewals and exit re-entries monitoring and creating.
- In charge of insurance maintaining and renewals.
- Approaching potential customers to set up meetings to introduce our products and services.

Yusuf bin Ahmed Kanoo Group

Portal coordinator

January 2015 - January 2019 (4 years 1 month)

Al Khobar, Eastern, Saudi Arabia

- Sort inquiries received through Sabic and Aramco portal on a daily basis.
- Act as the main representative to external customers.
- Providing the highest level of customer service possible.
- Create an automated log/database of all inquiries and its status and suggest any necessary creative changes/optimisations to improve performance.
- Generate monthly reports including on-time deliveries, late deliveries, overdue line items, undue line items and OSDR
- Meet clients with sales executives
- Developing strong understanding of the products/ services offered by each division
- Help Divisions collect delayed payment from Sabic

Arabian Drilling Company

Coordinator

January 2014 - January 2015 (1 year 1 month)

Al Khobar, Eastern, Saudi Arabia

Handled coordinating everything ranging from employee schedules for 300 employees, to vacations, accounting booking flights and resolving all sorts of issues that occur on the rigs for four oil rigs

Education

Institute of Public Administration-Saudi Arabia

diploma, Business Administration and Management, General · (2010 - 2012)