

# ABDULLAH ABDULAZIZ AL WAHEED

## CONTACT

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**Address:**

Tarout Island, Eastern  
Province, Saudi Arabia

**Mobile No.:**

0562406790

**Email:**

Abdullah3sa@outlook.com

## LANGUAGES

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Arabic - Native

English - Fluent

## SKILL HIGHLIGHTS

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- ❖ Ability to form working relationships with people at all levels.
- ❖ Teamwork
- ❖ Capable of dealing in difficult situation
- ❖ Self-learning
- ❖ Adaptable to any change
- ❖ Sociable
- ❖ Work under Pressure
- ❖ Microsoft Office
- ❖ Well known of Microsoft Excel (Payroll and Attendance).

## CERTIFICATIONS

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- ✓ *The International English Language Testing System (IELTS)  
Getting Band 5 out of 9.*
- ✓ *Certificate of leadership essentials.*
- ✓ *Certificate of Human Resource functions.*

## SUMMARY

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Take my skills to the next level and provide new ideas that might help the Organization to develop beyond average and meet its' goals.

## WORK EXPERIENCE

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Working as an HR/ Government Officer in Rapco Groups - Head Office, Rahima - Ras Tanura. From June 2019 to Feb 2020.

**My Duties & Responsibilities:**

- ✚ Handling government related works such as labor office, MUQEEM, TAMM, ZAWIL, General Authority of Civil Aviation (GACA), General Organization for Social Insurance (GOSI).
- ✚ Employee Relations such as making agreement, vacation, medical insurance, Increment Letter, termination letter, warning letter and, job description for the new employee.
- ✚ Coordinating and implementing training programs.
- ✚ Involved in recruitment process and interviewing candidates
- ✚ Making temporary access for Aramco gate pass plus issuing /renewing /cancelling ID Aramco and sticker for vehicles.
- ✚ Maintaining and updating employee record list.
- ✚ Processing to Issue new Iqama & making Iqama renewal for permit residence.
- ✚ Issuing Re - entry visa & final exit visa as well as in MUQEEM.
- ✚ Processing sponsorship transfer and updating information for the employees in MUQEEM.
- ✚ Issuing / canceling internal & international authorization process for the vehicles for the employees, in addition to registration renewal process for the organizations equipment and vehicles in TAMM.
- ✚ Issuing / renewing process for permit ID for employees in ZAWIL.
- ✚ Issuing/ renewing process for permit ID for employees in General Authority of Civil Aviation (GACA).

## EDUCATION

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Associate Degree: **Human Resource Management** - May 2019  
**Institute of public Administration**, Dammam. Saudi Arabia  
GPA: 4.53/5

## TRAINING

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Royal Commission (RC) in Jubail and Yanbu in human resource development department- **Training Section.**