

Yahya H. Shrahi

✉ Y.sh.1410@hotmail.com

☎ 0556179937

🌐 Saudi

🗣 Arabic, English

CAREER OBJECTIVE

Joining a work environment that enables me to develop my skills and practical experience and contribute to developing the workplace to achieve common goals.

EDUCATIONAL BACKGROUND

- High school
- Six month of data entry
- Six month of English language.

EXPERIENCE SUMMARY

- Almost 5 years of working experience.
- Well-versed with Microsoft Office (Word, Excel, PowerPoint).
- Good knowledge of government affairs systems like (HRDF, GOSI and Other government systems)

PROFESSIONAL EXPERIENCE

HR assistant with Alfalak company 1/12 2018 - Present -
working with Aramco project (King Abdulaziz Center for World Culture – ITHRA)

:Role

- Supports administrative work.

:Job Description

- HR Assistant is responsible for providing the full range of administrative and functional support services for Human Resources and Training activities.
- HR Assistant supports administrative specialists, professional staff and supervisors in their assigned.
- Maintains and updates all confidential personnel records within their functional area of responsibility.
- Ensures the accuracy and completeness of all documents, Forms, and requests submitted. Forms, and requests submitted.

Government Affairs representative 8/2 2015 - 31/10 2018

Working with Hitachi Saudi Arabia, Ltd with Jazan Aramco project.

:Role

- Liaise with the Government on issues related to complex issues.

:Description

- Solve any problem with HRDF and GOSI.
- Coordinate activities with Government agencies on all matters.
- Respond to inquiries from government representatives about the organization and its operation & employees, in order to provide accurate information.
- Facilitate the communication between company Organizations and Government agencies and guide company employees.
- Prepare any support documents or data that the Government Affairs requested.
- Maintain contact with government agencies / offices regarding current status of documents or orders.
- . Liaise with relevant government bodies (Ministry of Labor, Ministry of Interior, and Medical commission, etc.) efficiently in order to ensure expediting of formalities and document processing.
- Perform any job-related activities as requested by the immediate supervisor/manager