

YOUSEF ISHAQ ABDUJAILANI ALJANAHI

Al Badi • Dammam, 32415-3371 • 966534426455 • yoosefaljanahi@gmail.com



▼ Objective

Seeking employment as Human Resources Officer in a position with an established organization and where I can share and improve my experiences

▼ Experience

Feb 02, 2021–Present

HR Officer • Facilities Management Company (FMCO)

My work is to facilitate all the information of the newly hired employees in SAP system, updating information like bank details, passport and iqama expiration date. Providing a bank letter and employment certificate upon to the request of the employee, giving a warning letter to the employee who is violating company and Saudi labor policy. Issuing nor enrolment of the employee medical insurance is also part of my responsibility.

April 03, 2016–Feb 01, 2021

Ramp Officer • Saudi Gulf Airlines

My work is to supervise the agent / staff pertaining to loading and unloading aircraft baggage, guiding planes to and from their gates, operating baggage carts, checking the aircraft fuel and requesting to refueling the aircraft if needed and performing other airplane servicing duties.

July 03, 2010–April 04, 2016

Employee Relations Coordinator • Alettifaq Steel Products Company

My work is to facilitate the warning letter, termination notice and employment certificate. Preparing some paper works and assisting the HR Manager, process employees' request, providing relevant information and addressing queries accordingly.

June 16, 2008–June 20, 2010

Customer Service Officer • National Handling Services LTD. Co. (Private Aviation Section – KFIA)

My work is to assist the VIP passenger of their belongings, assisting the customer of their itinerary changes, flights reservations, verifying and inspecting passenger documentation and responsible for solving the complaints and questions of the passenger.

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▼ Education

Production Mechanism Diploma in Secondary Industrial Institute, Dammam, KSA

- 91.34GPA

▼ Short Courses Attended

- Human Resources Modern Trends Course.
- HR & Management Course.
- Managing Individual Affair Course.
- Manpower Planning Course.
- Human Resources Strategies Course.
- Recruitment & Selection Management Course.
- Aviation Security Awareness Course.
- Dangerous Good Regulation Course (CAT8).
- Safety Management System.
- Aircraft Handling and Loading Supervision.

▼ Personal Information

Nationality : Saudi
Birth Date : November 08, 1988
Birth Place : Al Khobar, KSA
Status : Married
Natl Id # : 1058720432

▼ References

[Available upon request.]