



HUSSEIN ALI ALRABAH

HR Operations Management

PROFILE

Human Resource Management Professional with a strong focus in Management and organizing HR procedures.

ADDRESS

Saudi Arabia – Riyadh

CONTACT

PHONE:

055 67 55 339

EMAIL:

Hussein_Alrabah@hotmail.com

English language



Microsoft Excel



Microsoft Word



PowerPoint



outlook



EDUCATION

University of Taiba

Bachelor Degree, Business Administration GPA : 3.57 / 5 AL

EXPERIENCE

❖ Payroll supervisor

Dallah Hospital – Oct 2019 – present

- Review, validate all payroll transactions, employee compensation, retroactive wages, Annual increases, all types of leaves, documents, settlements for terminated employees, all types of deductions and other services related to the payroll department.
- Validate all monthly salaries of the employees as well as the employees of the external business unit, or any.
- Coordinate the work activities of the payroll department for all assigned work units and ensure that payroll deadlines are met and conducted properly and in effective mannaer.
- Ensure the maintenance, accuracy, confidentiality of payroll records and reports of the business unit.
- Maintain records of all documents/transaction reports related to all payroll activities.
- Provide the required technical expertise and respond to questions or complaints from employees regarding payroll issues.
- Liaise and work with department managers and heads to obtain and present information, resolve discrepancies, and correct errors.
- Collect, process and review documents required in statutory subpoenas, (in the event of a complaint to court) regarding employee wages and other benefits, and coordinate relevant information with the Human Resources Manager, including refunds of salary wages since the date of appointment, dates of absence and reason for absence and submit it to the court and/or appropriate attorney.
- Ensure full-compliance with applicable internal and business unit regulations, policies, and procedures regarding payroll processing.
- Perform other applicable tasks and duties assigned within my knowledge, skills, and abilities.

COMPLETED PROJECTS

- Studying and preparing a comprehensive plan for the Saudization of administrative jobs.
- Process automation of HR Operations.
- Managing and operating the payroll department for Dallah Namar Hospital.
- Reorganizing the internal policies and regulations in line with the regulations of government agencies.
- Approving and documenting contracts electronically for more than 2500 employees.
- Preparing and reviewing internal policies.
- Over there other projects.

❖ **Acting GOSI supervisor**

Dallah Hospital – Jan 2017 – Sep 2020

- Registration and exclusion of employees.
- Reviewing and updating the monthly and annual wages
- Reviewing the monthly subscriptions GOSI.
- Documenting contracts for Saudi employees
- Coordinate with the General Organization for Social Insurance and all insurance-related transactions such as discounts, contributions and others that are transferred to the institution as per the policy.

❖ **Payroll specialist**

Dallah Hospital – Feb 2015 – Sep 2019.

- Preparing monthly salaries
- Preparing & calculation End of Service
- Preparing & calculation annual leave
- Preparing & calculation overtime
- Preparing & calculation business trip.

❖ **Legal Assistant**

Government services - From 2006 – 2014

- Business review.
- Prepare legal notes.
- Business contract review.
- Coordination with the relevant authorities.

TRAINING COURSES :-

- Legal aspects of human resource management.
- Building High Performance Team.
- Advanced supervisory skills and effective leadership.
- Cyber Security Awareness Program.

SKILLS :-

- Driving.
- Planning and organizing.
- Analysis.
- Research.
- Flexibility and ability to manage priorities.