Curriculum vitae

#### POSITION: HR & ADMIN OFFICER HASHIM ABDULLAH ALI ABU ALRAHI

Mobile No. +966 54 93 29 117

*E-mail:* [*hashim851@gmail.com*](mailto:hashim851@gmail.com)*.*

**work experience – 8 years in aDMIN & hr**

To work in a reputed organization, which demands creativity and innovation, where I can explore my Knowledge, maximize my management skills, quality assurance, program development, and training experience, and prove to be an asset for that Organization.

###### EDUCATIONAL QUALIFICATION:

Diploma from College of Technology, Dammam

**Computer Skills-**

Advanced computer skills including MS Office

###### SUMMARY OF WORK EXPERIENCE

* A skilled communicator; able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness.
* Highly organized and independent; able to effectively coordinate tasks to accomplish work with timeliness and creativity.
* An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
* An effective leader, skilled in enlisting the support of all team members in aligning with organizational goals
* Decisive, efficient team approach; outstanding communication skills.
* Highly organized and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm, and humour.
* Creative, resourceful, and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

**Work Experience:**

**Feb 2014 – until Feb 2022**

**Position: Admin & HR officer**

**Company: Gulf Sky Cranes & Contracting Company Ltd**

Worked as a Admin & HR Officer

**Duties & Responsibilities**

* GOSI SYSTEM
* Labor System
* Led management of HR policies regarding vacation , sickleave, employee end of servies reward
* Assisting management with staff requirements
* Insurance policy, medical, equipment, project.
* Medical insurance system
* Iqama renewal, exit re-entry, exit visa
* Manpower list & employees' database
* Invoicing & cash re-imbursement
* Employees leave & vacation calculations
* Payroll, attendance, timesheet
* All government system Muqeem, tam , Qiwe, & Commercials Registrations renewal
* Salaries calculation & end of service benefit.
* Royal Commission system
* Follow-up istimar renewal
* prepare all document for project gate passes & Plant IDs
* Aramco portal

**Personal Details:**

Parentage Abdullah Abu Alrahi

DOB September 10, 1992

Gender Male

Marital Status Single

Strength Hard work, innovative and Team player.

**Declaration:** I have declared that above particulars are true to the best of my knowledge and belief.

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| **Date:** JULY-20-2022 ***Signature:*** |
| **Place:** *Qatif Saudi Arabia.* |