

Jafar Mohammed Alhayek

Personal Information

- **Address**
Eastern Province
32661 Qatif.
- **Phone Number**
+966533981417
- **Email**
Jafa2131@gmail.com

Skills

- Microsoft Office
- Work & lead a team
- Planning for the work
- Problem solving
- Organization
- Effective communication

Interests

- Sport
- Browsing
- Fishing

OBJECTIVE

To secure a challenging position in a reputable organization to expands my learning, knowledge, and skills.

EDUCATION

King Faisal University| Oct 2013 To Aug 2018 Bachelor's degree in Human Management GPA: 4.15 out of 5

WORK EXPERIENCES

♣ Human Resources Officer

Quality Control Services (QCS) | Aug 2019 to present

- Work in recruitment activities such as coordinating appointments with candidates, Interviewing them and participating in the selection.
- Work to complete all procedures for the employee's annual leave and pay Their dues during the vacation.
- Working in End of the service..
- Organizing and updating staff files.
- Employees Requests such as Certificates, letters, Resignations etc.
- Handling Government websites such as Maddad, GOSI.

♣ Human Resources Assistant

Refinery Solutions (REFSOL) | Feb 2019 To Aug 2019

- Follow-up attendance and departure of staffs.
- Working on GOSI (add & release employees).
- Employees Requests such as Certificates, letters, Resignations etc.
- Handling Government websites such as Muqem.

♣ Trainee

Eastern Province Eamana | Apr 2018 To Jul 2018

- Practice writing letters to other government agencies.
- Practice all kinds of leave system.
- Training in the civil service promotion system.
- Practice how to select and register employees for training courses.
- Practice how to evaluate employee performance.

TRAINING COURSES

- Introduction to Human Resources functions from Dorroob in 14-03-2019.
- Stress management in the workplace from Dorroob in 17-03-2019.
- Self-management from Dorroob in 14-03-2019.
- Legal Aspects in Human resources from Institute Of public administration in April 2020