

Sadiq Madan Al Kubaish

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Objective

Human resources professional with excellent qualification in the recruitment, interviewing, selection, and supervision of professional and support staff. Expert in staff training, development, and performance management to meet operating and financial goals. Extensive experience in workforce diversity. Team building, and group leadership.

Education

Associate degree in Programming, with a G.P.A 3.91 out of 5, grade: Very Good, College of Technology, Dammam

Work Experience

- 07/2019 – 07/2021 **Admin Officer, Arabian Power Electronics Company**
- Attracting highly qualified staff, conducting interviews, preparing employment and employee contract forms.
 - Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama).
 - Follow up and audit of bills belonging to the Accounting, Purchasing, Sales Departments
 - Issuance of a Certificate of Origin supply and export of materials.
 - Follow up and meeting clients from other companies.
- 12/2015 – 07/2019 **HR Officer, Eram Arabia Limited**
- Attracting highly qualified staff, conducting interviews, preparing employment and employee contracts forms, corporate contracts (Direct and Subcontracts).
 - Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama), Work on Classification of Contractors.
 - Follow up and audit of bills belonging to the Accounting, Purchasing Departments.
 - Follow up and meeting clients from other companies.
- 09/2015 – 10/2015 **Director of Personnel, Smart Economy**
- Attracting highly qualified staff, conducting interviews, preparing employment and employee contracts forms, corporate contracts (Direct and Subcontracts).
 - Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama).
 - Payroll.
- 03/2015 – 09/2015 **Director of Personnel, Meteor Power**
- Attracting highly qualified staff, conducting interviews and preparing employment and employee contracts forms, corporate contracts (Direct and Subcontracts).
 - Issuing and following up Health Insurance, Governmental relations such as issuance and renewal stays (Iqama).
 - Payroll.
- 02/2009 – 02/2015 **Alternate Operation, Almajal G4S**
- Conducting interviews and preparing employment and contract forms.
 - Issuing and following up Health Insurance.
 - Follow up ATM (Maintenances, Deposit and Withdraw of Funds).

12/2007 – 07/2008 **Sales accountant, Al-Muhaidib Foods**
▪ Sales and Customers Services.

Certificates and Training

10/2020 **The Importance and Methods Developing your Career in Human Resource, Victory Training and Development Institute**

04/2020 **Introduction to Human Resources Functions, Doroob**

04/2020 **Human Resources Management Principles, Edraak**

10/2018 **Effective Excellence in Customer Services, Asharqia Chamber**

01/2009 **Microsoft Excel, Al Ezdihar Institute**

02/2009 – 03/2009 **English Language courses Level 3, Al Ezdihar Institute**

12/2008 – 01/2009 **English Language courses Level 2, Al Ezdihar Institute**

10/2008 – 12/2008 **English Language courses Level 1, Al Ezdihar Institute**

02/2006 – 05/2006 **Cooperative training, Saudi Aramco, Dhahran in SAP Computer Center**

Skills

- Excellent in using Microsoft office programs
- ERP Program
- Customer Services
- Payment Processing

Language

- **ARABIC:** mother language
- **ENGLISH:** good in reading and writing.

Interesting

- Reading and Learning
- 3D Printing and Design
- Sports
- Travel