

ALI HABEEB ALI AL JUMAIE

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OBJECTIVE

Looking for a career in a dynamic and reputable company, where I can apply my education and experience in the field. I am looking for an opportunity to develop my skills, experience and ability to cope with challenging responsibilities.

WORK EXPERIENCES

- Working now for Al Quwa Trading Co. Branch of Alkifah Holding Co. in Al Hassa. in 02-2016 (HRDF Head-section):
 - Good knowledge with most of HRDF Programs with excellent relation-ship with HRDF management.
 - Applying the support program from HRDF by advertising the recruitment plane and choosing the candidate and joining them in the program.
 - Collecting the support money from the government by HRDF.
 - Including the company in the social responsibility program within Tamheer program for on-the-job training
 - Including the company in a special support program for government projects regarding the Iqama's fees.
 - Indicating, facing and troubleshooting any issue with HRDF
- Worked in Al Kifah Holding Co. in Al Hassa. In the Personal dept. in 01-03-2008 to 01-2016:
 - Good Knowledge with Labor Law and HR - Learning how to deal with employees and cases.
 - Facing all job's problems and solve it.
 - Entering the employee's data in the eMIS system is used by due company.
 - Doing interviews with employee.
 - Evaluation for employees and appraising annual performance.
 - Contacting with Recruitment's offices outside Saudi Arabia in English language by mail or Telephone.
 - Gaining more experience in H.R department by solving cases .
- Worked in Al Tawenya Co. in Jubail, As a customer Service from 25-11-2005 to 24-02-2008:
 - Dealing with different customers in a prober and professional manner.
 - Getting more experience from business works and I found myself in the administration's possession.

SKILLS

- Strong English writing, reading and speaking skills.
- Excellent use of computer, and Microsoft Office Application.
- Strong Dealing with GOSI, HRDF, MOL, MOI, MOVA, ENJAZ, MUDAD and MUQEEM websites

EDUCATION

- Secondary School
- Diploma in Electrical
- GOSI Certificate for Online Services
- Electronic Government Services Certificate (25 Hours)
- Legal Aspects of Managing H.R. and Investigating Labor Violations Certificate (20 Hours) -