

Nawaf Muzil. Alshammari

PROFESSIONAL SUMMARY

My dreams are to reach greater challenges and achieve the highest opportunities for growth and potentials.

Recently, I want to use my strengths in a position that qualifies me to provide like are strategic planning, studying the highest capabilities provided by the appropriate tools for success, attracting new talent, and supporting the maximum solutions available in the reality of work.

INTERPERSONAL SKILLS

- Employee relations focus.
- Handling with sensitive information.
- Multitasks
- Mentoring
- Team Leadership and work as team.

CONTACT



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HISTORY OF WORK:

- ❖ Zamil Offshore Services Company **07/21 To Present:**

Employee Relation:

- 1- Manage disciplinary actions of employees
- 2- Encourage the employees to maintain the effort for contract renewal
- 3- Reduce contract non-renewal
- 4- Conduct investigations with violators.
- 5- Resolving employee disputes and complaints

Recruitment Specialist:

1. Published job advertisements more than 35 positions
 2. Review the staffing plan to discuss the budget.
 3. Recruited, initial assessments and interview active status employment to 10 – 25 new hires monthly.
 4. Conducting initial candidates screening for the positions by Excel sheet and select of them
 5. Test mode psychometric for candidates.
 6. Expert in Preparing offer letters and contracts for new employees
 7. Developing the contracts by mailings feature.
 8. Maintaining a good communicate with all hiring managers
 9. Notice to candidates for medical checkup.
 10. Apply Interview Assessment during interview with applicants according to terms of work.
 11. Ensure of all candidates from notice period
- ❖ King Fahd University: **HR Specialist: 06/2019 To 08/2019**
 1. The recruitment and selections an employee and also, determine the tasks, responsibilities, duties and job title by appointing in the department and administrative subordination in the contract.
 2. Submit the promotions and organize leave plan for employees the citizens and the residents.

EDUCATIONAL:

- ❖ Associate degree in **Human Rescores Management**. (Dammam Community College)

Certificates & Licenses:

- ❖ Administrate Human Resources. (SHRM & HRCI)
- ❖ HR Business Partner. (LinkedIn)
- ❖ SAP-ERP. (SAP Alliances)
- ❖ Six Sigma from Yellow belt to Black belt. (Project Management Institute)

TECH SKILLS: PASS A SKILLS TEST FRPOM LINKEDIN

- ❖ Microsoft Office Suite: Excel/Word/PowerPoint