

ADNAN MAHFOUD ALSAIHATI

Personnel specialist (H.R)

Eastern Region-Saihat

Nationality : Saudi

0542275020

alsaihatiadnan@gmail.com

EDUCATION LEVEL

Training Diploma in Business Management

Training program in office Application and Secretary

Skills

Professional in training :

From my experience in human resources. I have enough ability to study the system and the possibility of the staff that I worked with them.

Respect for time :

Time management is one of my professional basics.

Teamwork :

The best job is to connect all employees to avoid problems and the possibility of solving them.

More Information

Training courses

- Labor Education according to Saudi Labor Law course .
- Introduction to Human Resources Functions course .
- Marketing & E-Marketing course – 20Hours .
- Arabic writing course in Computer (third place).

LANGUAGES

Arabic : Excellent

English : Average

HOBBIES

- Reading
- Listening to music
- Watch movies
- Travel

Work Experience

Personnel specialist from 2014 – until now

Baytalebaa company for ceramic&marble

- Assistant Director of Personnel
- Calculate end of service benefits..
- offer and contract of employment.
- Personnel files " archives "
- Follow-up vacations employees.
- Supervisor of the company's accounts for government sites.
- Recruitment Coordinator.
- Follow-up to health insurance.
- "Carrying out any other work entrusted to me within the limits of my functions and functional responsibilities"

Data Entry

Makarem al-nokhba copmany. for ceramic&marble from 2013 to 2014

- Enter sales and billing data

Note: I have a willingness to work directly.