
JAFAR ALHAYEK

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CAREER OBJECTIVE

Improving my career in the HR field with a reputable organization to obtain a position that will enable me to utilize my knowledge and experience in such a way that would benefit me as well as my company.

Education and Courses

- King Faisal University| Oct 2013 To Aug 2018 Bachelor's degree in Human Resources Management GPA: 4.15 out of 5.
 - Legal Aspects in Human resources from Institute Of public administration in April 2020
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Skill Highlights

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

- HR coordinator (Czech Saudi medical company) (Saudi Darkov center) | Oct 2021 to present
 - HR officer (Quality control services) | Aug 2019 to Mar 2021
 - HR assistant (Refinery solution company) | Feb 2019 to Aug 2019
 - Trainee in HRD (Eastern province eamana) | Apr 2018 to Jul 2018
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Tasks and responsibilities

- Organizing and updating staff files
- Follow up employee's requests such as certificates, letters, and resignations.
- Follow up employee's vacations.
- Working in end of service.
- Recruitment activities (CV's sorting, coordinating interviews, interview the candidate, selection).
- Handling government websites (GOSI, Muqem, Qiwa).
- Salary preparation (Excel, Muddad)

