

Hiba Abdullah Hassan AL-Bahar

Human Resource Supervisor

Qualified HR Supervises with 5 years of experience in Human resources laws . Committed with Human resources integrity and accurate in policy and procedures. Extensive experience with Human resources laws.

Work History

2017-11 -
2019-11

HR- Supervisor

*OTHMAN SALEH ALGHAMDI CONTRACTING, Dammam,
Eastern Province*

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand.
- Prepared and managed work schedules, vacation and sick time accurately on Timeframe basis.
- Monitored employee performance and provided coaching and constructive guidance to address areas of concern.
- Managing Health Insurance and GOSI registration for all employees
- Managing employees Iqama (issuance, renewal and Change Sponsorship)
- Managing reservation for business trips with the travel agency (Hotels and air line tickets)
- Recruitment - Search Resumes -Conducting job interviews.
- Organize and keep all employees files
- Managing Employees Vacation (Issuance Exit Re-Entry Visa and Final Exits
- Preparing payroll for all employees
- Preparing end of service and Clearance leaves
- Preparing experience letters and Clearance letters
- Preparing All HR Forms for departments needs.
- Handling all the recruitment procedures (create

Contact

Address

Dammam, Eastern Province

Phone

966543233554

E-mail

hibabahar1988@gmail.com

Skills

Word processing



Excel formulas



Human resource laws



Languages

Arabic



English



offers , contracts preparing personnel files and ending the recruitment procedures)

- Familiar with Muqem ,GOSI & Ministry of services Online System
- Preparing forms letters in Arabic for Labor office, Gosi and Jawazat Offices

**2014-06 -
2017-10**

HR- Coordinator

Mishnan Holding, Dammam, Eastern Province

- Monitored employee performance and provided coaching and constructive guidance to address areas of concern.
- Familiar with Muqem ,GOSI & Ministry of services Online System
- Preparing forms letters in Arabic for Labor office, Gosi and Jawazat Offices
- Organize and keep all employees files
- Managing Employees Vacation (Issuance Exit Re-Entry Visa and Final Exits
- Preparing payroll for all employees
- Preparing end of service and Clearance leaves
- Preparing experience letters and Clearance letters
- Preparing All HR Forms for departments needs.
- Managing Health Insurance and GOSI registration for all employees
- Managing employees Iqama (issuance,renewal and Change Sponsorship)

**2010-03 -
2010-09**

Data Entry Processor

Riyadh Bank, Riyadh , Central Province

I worked on the temporary contract system

- Managed clients documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Added documents to file records and created new records to support filing needs.
- Tracked and maintained clients documents for bank's branches
- Preparing daily reports

Education

2006-07 -
2008-07

Diploma computer since

King Faisal University, College of Society - Qatif

- Ms-Windows & Ms- Office.
- Designing programs such as Front page, Photoshop & Flash.
- Internet & E-Mail communications.
- Visual Basic

Certifications

2008-08

- All secretarial skills and Tasks - Al-JEHAT TRAINING- Dammam.

2015-04

- HR Administrative Procedures- Mishnan Holding - Dammam.

Additional Information

Events

- Exhibitions Career Forum from 2016 - Exhibitions Dhahran International.