



ARIEL T. TURALDE

HR & RECRUITMENT
SPECIALIST

PROFILE INFORMATION

Employment Status : QIWA
Transferable Iqama
Profession : Human Resources &
Administration
Visa/Iqama : Training Specialist
Contact Mobile No. :
(055) 6113958
E-Mail Address :
turaldeariel@gmail.com
Present Address :Sudair, Riyadh,
Saudi Arabia
Nationality : Filipino
Civil Status : Married, 3 children
Notice Period : Immediate

CORE COMPETENCY

- Consistently High Quality
- Incomparable value
- Ceaseless innovation
- Can work independently, on less supervision
- Highly motivated
- Detail-oriented, and communicative

OBJECTIVE

To secure a challenging position in reputable organization with regards to Human Resource Recruitment and General HR and Administration and an ability to adapt new trend approaches, continuing learning expansions, knowledge and skills.

CAREER SUMMARY

- Bachelor of Science in Business Management, and granted online course degree at Penn Foster College, Pennsylvania, with the degree of Human Resources Management. (HRM)
- Total Experiences 24 years (19 years Overseas, 5 years local in the Philippines).
- HR & Recruitment Management Specialist, Exposures on multinational firms both Corporate and Remote sites (HR and Administration) for EPC (Oil and Gas Projects – Saudi Aramco), Purchasing and Construction. Air force, Power Plant, Manufacturing, Fertilizer Plant and Gold Mining.
- Expertise in MS office applications (MS word, MS Excel, MS PowerPoint).
- Experienced ISO 9001: 2015 Internal Audit / QMS
- HR- Sage People Knowledge, Microsoft Teams, 365 and Oracle.
- Creative, positive, and has initiative to tackle different business office settings and operations.
- Read & Attend Minutes, Fast typing, and has ability to decisions making.
- Recruiting, Database Management, Personnel, Compensation & Benefits (Suppliers Invoices / Payroll), Training, Vendor Contracts, etc.
- Vehicles and Employees ID Licensing (Saudi Aramco).
- Excellent both verbal and written English Communication.

RECORDS OF EMPLOYMENT

- **Human Resources Support Specialist**
Dallah Trane Manufacturing (DTM) – Full time
Jun 2021 – Jan 2022
Rabigh, Makkah, Saudi Arabia
- **Standard Evaluation Pilots Flights & Training Specialist**
RSAF – Royal Saudi Air Force – Full-time
May 2017 – Jun 2021
King Abdulaziz Military Airbase 3rd Flying Wing 13th Squadron
- **HR & Recruitment Specialist**
Samsung Engineering – Full-time
Apr 2014 – Aug 2016
Jubail Industrial City, Eastern, Saudi Arabia
- **HR & Recruitment Specialist**
Global Plant Eng – Contract
Jun 2012 – Nov 2013
El Jadida Province, Casablanca-Settat, Morocco
- **HR and ADMIN officer**
NOMAC – Contract
Jul 2010 – Sep 2012
Jeddah, Makkah, Saudi Arabia
- **Mine Executive Assistant**
MAADEN GOLD MINING – Full-time
Feb 2008 – Mar 2010
AI Qawayya Riyadh
- **Human Resources Administrator**
Bonatti SpA – Contract
May 2000 – Mar 2008
AI Hassa Hofuf
- **Office Associate**
Equitable Bank – Apprenticeship
Jan 1994 – Jun 1999
Quezon City, National Capital Region, Philippines

OVER-ALL JOB DUTIES & RESPONSIBILITIES

- Local & Overseas Recruitment/Business Support Services, which include: Job Posting to Social Media, Collection of Candidate CV's, Evaluation, Background Check, Interviewing, Job Offering till Onboarding.
- Orientation about internal policy and procedures and Training.
- Job Employment Contracts
- Personnel Database, Manpower Roster for Saudization percentaging and Attrition rate
- Vacation Leaves, Termination/Exit re-entry visa formalities
- Subcontractor/Vendor Contracts
- ISO 9001:2015 QMS/ Internal Audits
- Medical Insurance Coordination with External Partners
- Travels/Flights Coordination with External Partners
- Generalizing, Bookkeeping, Implementing, Brainstorming, Data Analysis, Trend Analysis, Standard Evaluations. Quality Management System.
- IT Software Applications hands on such as: HR Sage –People Application, MS Teams, Oracle App, / Service Desk, My Request, My Tickets, Purchase and Payment Requests, Cost Centers/ Budgets.

EDUCATIONAL BACKGROUND

- Bachelor of Science in Business Administration, Major in Management 1993, PMI COLLEGE, Philippines
- Associate in Human Resource Management, Online Distance Learning 2010, Penn Foster College, Pennsylvania USA

TRAININGS ATTENDED

Hiring Process & Selection, Training Flights Services Stan/Eval