

Mshaal Khalid Alsaqir

Riyadh
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PROFESSIONAL SUMMARY

HR Officer with HR experience. Adept at checking logistics and soldier readiness with dexterity for accurate assessments and effective time management. Successful quality assurance and complex problem solving. An ambitious HR Officer with a better understanding of HR policies. Dedicated to effectiveness and close monitoring of the effective team. Adept at solving complex problems and making effective decisions.

EXPERIENCE

Bandar Al-Mansoor Architects Office - Riyadh

Human Resources Officer 04/2021 - Current

Responsible in the entire human resources department.

recruitment - salary official - employee contracts - vacations - government relations - medical insurance - violations and penalties - talent management. I also have experience in a Qiwa platform for expatriate workers and an Mudad.

And I did part of the accounting, including accounting entries and tax calculations.

COURSES

- Principles Human Resources
- Human Resources Planing
- Strategy in Human Resources
- Communication skills
- Advanced Excel skills
- Job interview skills

LANGUAGES

Arabic: Native language

English: Upper intermediate

EDUCATION

12/2020

Institute of Public Administration

Jeddah

Diploma: Human Resource Management.

SKILLS

- Recruitment
- Professional development
- Performance evaluation
- Payroll management
- Organizational development
- Training and development