

Mohammed Taysir Alahsaei

Human Resources Officer

Location:
Dammam, Eastern, Saudi Arabia

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Skill Highlights

- Introduction to Excel
- HR Guidelines Everyone Should Know
- Human Resources: Leadership and Strategic Impact
- Human Resources: Managing Employee Problem
- Human Resources Strategic Workforce Planning
- Project Management Foundations: Communication
- Time Management
- Preparing Trainees
- Motivate Employees
- Direct Public Funds
- Human Resource Management
- How To Write A Great CV

Skill Highlights

- Computer Skills – MS Office
- ORACLE User in Recruitment Side
- Team Player
- Interpersonal Skills, Good Communicator
- Highly Organized
- Saudi Labor Law

Languages

Arabic – Native speaker
English – spoken and written

Objective

Ambitious, passionate HR Officer, seeking a full-time job opportunity to build my technical and soft skills, demonstrate knowledge, and assist the organization in achieving target.

Experience

August 2021 – Present

HR Officer – Global Environmental Management Services

Responsibilities:

Support the development and implementation of HR initiatives and systems,
Provide counseling on policies and procedures,
Be actively involved in recruitment by preparing phone screening, schedule interview, posting ads, and managing the hiring process,
Create and implement effective onboarding plans,
Develop training and development programs,
Assist in performance management processes,
Support the management of disciplinary and grievance issues,
Maintain employee records (attendance, EEO data, OT etc.) according to policy and legal requirements,
Review employment and working conditions to ensure legal compliance,
Reporting to HQ, Submit attendance to HQ,

Education

2019 - 2021

Institute of Public Administration – Eastern branch

Diploma in Human Resources Management major with GPA 3.85 out of 5
Graduate Trainee

February – May 2021

NAPCO National Company, Graduate training, Recruitment Assistant.

Responsible for collected Candidates, phone screening, interview candidates, submit candidate's information in the system.

Extracurricular Activities

2016 - 2017

Volunteering, Seihat Association for Social Services- Dammam Branch

Responsible for managing the distribution of charity supplies.

References

References available on request