

ZIAD ALGHAMDI

HUMAN RESOURCES OPERATION SPECIALIST

CONTACT

+966560880427

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Khobar, Saudi Arabia

SKILLS

- Microsoft Office
- Employee record-keeping
- Multitasking
- Preparing the reports
- Excellent communication skills, both verbal and written
- Business Analysis
- Requirement gathering
- Communication skills
- Leadership
- Employee Relations
Excellent
- analytical abilities
- Knowledgeable in employment laws and compliance regulations

SUMMARY

Experienced HR Operations Specialist with a strong background in HR administration. And experience on Government platforms. Committed to providing excellent relationships and fostering positive employee relationships.

EXPERIENCE

SAQCO ARABIA Ltd.

HR Operation Specialist

09/2021 to Current

Implementing procedures, systems, and forms for monitoring employee attendance

- Aramco certification Supervisor
- Saudization coordinator
- Contract management.
- Creating and documenting contracts.
- Mudad
- Responsible for recruitment and interview
- Gosi
- Residency – license renewal
- Muqeen
- Qiwa.
- Tamm
- Responsible for issuing transportation permits (Bayan)
- Issuing and renewing operation cards & Driver cards (naql logisti platform)

EDUCATION

Saudi Electronic University – Saudi Arabia

BA in Business Administration

Current

CERTIFICATE

Certificate of Appreciation from Aramco

Master Gas Pipeline Phase II Project Division Eastern Area

Pipeline unit (May 01, 2023)

