

Abdulaziz Al Jameel

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Dammam | Saudi Arabia



[Abdulaziz Al Jameel](#)



HR Supervisor with a Diploma in Computer Science, bringing extensive expertise in human resources management, employee relations, and personnel administration. I have a proven track record in guiding administrative operations, enhancing employee engagement, and implementing effective HR strategies. Skilled in process improvement, team leadership, and fostering a positive work environment. Eager to contribute my HR and personnel management skills to drive organizational success and employee satisfaction.

EDUCATION

Bachelor's Degree in Economics and Public Administration | King Abdulaziz University | Currently under studying.
Diploma in Computer Science | Dammam Community College | 2002.

WORK EXPERIENCE

HR Supervisor | Al Khathlan Holding Company | Dammam | 2018 – 2025.

- Overseeing the recruitment and selection process.
- Implementing and monitoring HR policies and procedures.
- Conducting performance evaluations and managing appraisal processes.

HR Supervisor and Branch in charge | Arabian Auto Agency Company | Dammam | 2014 – 2017.

- Overseeing daily administrative operations of the branch.
- Coordinating with other departments to ensure smooth branch operations.
- Monitoring inventory and ordering office supplies as needed.

Admin Specialist | SABIC contractor | Jubail Industrial | 2012 – 2014.

- Coordinating and overseeing project activities and timelines.
- Assisting in the preparation and management of project budgets.
- Preparing and reviewing reports, proposals, and documentation.

HR Specialist | Ash-Sharqiyah Development Company | Dammam | 2008 – 2012.

- Administering employee benefits programs and answering related inquiries.
- Assisting with performance management processes and evaluations.
- Supporting HR initiatives and contributing to policy development.

Admin Specialist | ARAMCO contractor | Dhahran | 2006 – 2008.

- Handling procurement and logistics for project materials and equipment.
- Reviewing and verifying all contracts related to the ministry's payments.
- Communicating with clients and stakeholders to ensure project requirements are met.

IT Technician | Eastern Province Cement Company | Dammam | 2001 – 2004.

- Troubleshooting and resolving technical issues for end-users.
- Maintaining employee records and updating personnel files.
- Assisting in the implementation of IT projects and upgrades.

TRAINING COURSES

- MIS Courses | New Horizons Computer Learning Center | Dammam | 116 hours | 2001.
- General Aptitude Test & (STEP) | Education and Training Evaluation Commission | 2015.

PRACTICAL SKILLS

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|-------------------------------|-------------------------------|------------------------|
| • Human Resources Management. | • Administrative Oversight. | • Process Improvement. |
| • Personnel Administration. | • Performance Management. | • IT Support. |
| • Employee Relations. | • Recruitment and Onboarding. | • Data Analysis. |

OTHER SKILLS

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|------------------------|---------------------|-------------------------|
| • Problem-Solving. | • Project Planning. | • Interpersonal Skills. |
| • Conflict Resolution. | • Adaptability. | • Time Management. |
| • Communication. | • Leadership. | • Attention to Detail. |

LANGUAGES

- Arabic: Native.
- English: Advanced.

VOLUNTEERING – Al Birr Association in Dammam

- Identified potential areas of improvement in existing research processes by critically evaluating current practices and procedures.
- Provided technical support during focus group sessions, ensuring that all participants had access to necessary equipment and materials.
- Prepared presentations outlining project progress for senior management teams.
- Performed needs assessments and consulted with clients to determine types of research and information required.
- Tracked research participants and performed follow-up tasks.