

BANDAR ALDUGHAYSH

OBJECTIVE

I am committed to applying what I have learned diligently in my work, with passion, willingness, and the ability to learn, aiming to be a valuable and to achieve the company's goals.

EXPERIENCE

LOGISTICS COORDINATOR

Expertise Contracting Company | 2025 – Present

- I Working of SAP system operations.

HUMAN RESOURCES OFFICER

Alkifah Contracting Co. / SABIC Projects | 2023 – 2024

- Handled employee records, attendance, and payroll coordination.
- Managed interviews, reporting, and HR documentation.

ADMINISTRATIVE ASSISTANT

Asia Steel Factory Company | 2019 – 2020

- Maintained and archived documents in compliance with company policies.

ADMINISTRATIVE ASSISTANT

Saudi Ceramic Company | 2018 – 2019

ADMINISTRATIVE ASSISTANT

Mobily Telecommunications Company | 2017 – 2018

CERTIFICATIONS

CBP™ | Certified Business Professional in Leadership – IBTA | 2025
aPHRi™ | Associate Professional Human Resources _ International
PHRI | 2025

English Language Course – Cape Town, South Africa | 2021 – 2022
HR Management Course – Imam Abdurrahman University | 2019

CONTACT

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[Linkedin Profile](#)

Eastern Province

ABOUT ME

Dedicated professional eager to contribute expertise in a dynamic environment. Committed to continuous learning, operational excellence, and teamwork to drive organizational growth and deliver meaningful impact.

EDUCATION

NAJRAN UNIVERSITY, 2017

BACHELOR OF PUBLIC
ADMINISTRATION

SKILLS

Working knowledge of **SAP** system.
Time Management & Multitasking.
Problem Solving & leadership abilities.