

Majed Saleh Aljohani

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Work Experience

Customer Service (2018–2021)

Company: Mobily

Selling products and services, and presenting offers.

Providing support and assistance to customers.

Achieving sales goals.

Human Resources Specialist Operations (2023–2025)

Company: Al-Salamah Medical Gases Factory

Implement and follow up on human resources tasks related to payroll, insurance, secondments, and overtime, with familiarity with government rules and regulations and the ability to handle financial and administrative transactions related to employees. Preparing salaries and wages: - Accurately collecting and processing monthly payroll data. - Reviewing incentives, allowances, deductions, and overtime hours. - Ensuring that salaries comply with labor regulations and internal . Government Services: - Dealing with electronic government platforms such as: Social Insurance, Qawa, Madad, Muqem, Absher Business. - Following up on residency and visa transactions and sponsorship transfers. Labor Legislation: - Familiarity with the Labor Law and related regulations. - Ensuring that policies are implemented in accordance with operational regulations and activities. End of Service: - Calculating end of service gratuity according to the approved ..system. - Settling financial dues for employees whose services have ended

Education

Bachelor's Degree in Applied Statistics

Graduated in 2017

Skills

Microsoft Word

Microsoft Excel

SPSS (Statistic)

Background in government processes and electronic procedures