

ABDULLAH ESSA

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Summary

Recent graduate from King Khalid University with a bachelor's degree in human resources management, Specialization in human resources management, I love managing human resources and dealing with them, and I prefer it because it allows me to be creative and use my critical thinking skills to solve problems, I am looking for a job in your distinguished company and have chosen it to grow and learn.

Skills

Determine the necessary human resource Determine the human resources budget Time management
Microsoft Cognitive Services | Business Development Principles of business | administration Strategic
for human resources | Human resources operations management | Human resources operations management.
Performance Management. Human Resources Information Systems (HRIS)

Experience

Ministry of Justice, Abha
personal driver, 01/2020-07/2024

Delivering several people from the relevant authorities at a specific time and place .

General Administration of Human Resources at King Khalid University, Abha
Training and development specialist, 01/2024-05/2024 - Cooperative training

Completing tasks in the development and training department, such as completing a promotion request with the supervisor, evaluating employee performance, completing a transfer request for an employee, or completing a request to hold a training program. Learning on Excel.

Alam Al-Basar Optical Foundation, Abha
Human Resources Specialist, 04/2025 - To the present

Managing employee attendance and departure, preparing the monthly attendance report, calculating delays and absences, calculating leave balance and end-of-service benefits, daily communication with employees and addressing their inquiries, solving issues at stores, registering new employees into the fingerprint system, and monitoring leave exhaustion, informing employees before their contracts expire.

Education

Bachelor's degree in human resources management and obtained first class honors with a grade of 4.75 out of 5, Graduation Year (09/2020-06/2024) (King Khalid University)

Courses

introduction to planning Strategic human resources (2024)
Introduction to human resources tasks(2024)
Modern practices in human resources (2024)
Fundamentals of human resources management (2024)

Languages

Arabic /native. English /intermediate