

Khalid Ahmed AlEidi

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 Khalid-AlEidi

 Saudi Arabia

Professional Objective

I aim to work in an advanced organization where I can utilize my skills and experience to achieve the organization's goals and contribute to its development. I am committed to continuous improvement and enhancing my performance, and I strive to be an effective team member. I look forward to contributing to the organization's success with efficiency and professionalism, leveraging my excellent technical skills in human resource management, employee relations, and the use of HR systems. Additionally, I possess strong personal skills such as creative problem-solving, time management, and innovation in teamwork, which contribute to the organization's ongoing success and progress.

Professional Experience

Alostool Alaali Saudi Arabia

Human Resources Specialist | September 2024 – Present

- Preparing and distributing administrative memos and announcements to enhance clear communication between departments
- Preparing payrolls, leave settlements, and end-of-service benefits accurately and on time
- Supervising the overall management of the "Jisr" HR system, including handling requests, publishing circulars, automating processes, and updating employee data
- Managing tasks related to government platforms such as "Qiwa," "Maqeeem," "GOSI," and "Mudad" efficiently and in accordance with regulatory requirements
- Coordinating and managing employee medical insurance registration, ensuring continuous data updates.

Education and Training Evaluation Commission (Qiyas) | Saudi Arabia

Administrative Assistant, Computerized Test Centers | Part-Time | May 2022 – Present

- Coordinating daily operations of the computerized test centers, ensuring adherence to protocols and standards.
- Supervising the preparation of test environments, ensuring the readiness of equipment and availability of resources.
- Assisting candidates with registration, addressing inquiries, and providing support during exams.
- Managing administrative tasks, including scheduling, reporting, and documenting test results.

Suzuki Najib Auto Company | Saudi Arabia

Human Resources Specialist | April 2023 – September 2023

- Organizing and updating comprehensive and accurate employee records, ensuring legal compliance
- Executing recruitment activities, including screening resumes, scheduling interviews, and onboarding new employees.
- Processing payroll and managing attendance records to ensure accuracy and timely payments.
- Implementing HR policies and procedures, ensuring compliance with labor laws and internal regulations.
- Supporting training and development programs to assist employees in enhancing their skills and productivity.

Education

Imam Muhammad ibn Saud Islamic University | Saudi Arabia

Bachelor's Degree | Cumulative GPA: 4.55/5 – Excellent with Second-Class Honors | 2021

Certifications and Courses

- Computer Science Course | Bayt Al-Ma'arifa Training Center | 60 hours | September 2022

Skills

Technical Skills:

- Human Resource Management
- Recruitment and Onboarding
- Payroll Processing
- Training and Development Support
- Employee Relations
- HR Systems Usage (e.g., Jisr)
- HR Operations
- Microsoft Office Suite

Personal Skills:

- Communication Skills
- Creative Problem-Solving
- Adaptability and Flexibility
- Teamwork
- Innovation and Creativity
- Time Management
- Attention to Detail
- Strategic Planning

Language:

- Arabic
- English