

Fahad Alshatwi

Riyadh

fahad.s.alshatwi@gmail.com

0545688890

SUMMARY

Working in HR Department Since Dec 2013 | speed learning | Social guy | Fast Learning | interested with all new technologies | I always love to improve my self and my skills

CAREER OBJECTIVES

- Dealing efficiently and effectively with the requirements of administrative aspects
- make every effort to reach the best centers and the highest levels, through the operation of skills and creative energies at work
- Development of the Labour authority and quality improvement
- To achieve a prestigious professional position
- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION

King Faisal University
Bachelor of Business Administration

Graduated May 2018

COURSES

- **Legal aspects in Human Resources**
- **Human Resources Management**
- **Introduction to Human Resources Functions**
- **Marketing through Social Media channels**

EMPLOYMENT HISTORY

Lean Meals
Human resources specialist

Riyadh, Riyadh Province
February 2020 - March 2020

- Creating weekly report about the attendant
- Interviewing and Recruiting
- Determine future jobs and requirements
- Payroll and Overtime sheets
- create mini system using Microsoft office for the company

Human Resources Specialist

- Setting the system of financial and moral rewards and incentives for the employees of the establishment, checking the nominations received from the supervisors and ensuring the effectiveness of the incentive system continuously.
- Updating and maintain confidential files and documents
- Providing required information for the payroll department
- Preparing reports of human resource activities
- Identified a series of employment related legal issues, and ensured compliance with legal standards and procedures.
- Worked with all Government Website As GOSI & Labor Office & Moqem & Absher & GZAT
- Surpassed company goals for handling problematic HR issues
- Increased employee motivation and subsequent work prowess, by suggesting increment in bonuses and benefits
- Develop the work environment and make it more attractive and raise the level of Workers performance By 60%

**PROFESSIONAL
SKILLS**

Ability to handle computer.	Expert
Capable of marketing and customer service	Expert
Managing the team in distinctive ways	Advanced
Ability to carry out tasks	Expert
Understanding work problems and finding positive	Advanced
Fast understanding and dealing with new systems	Expert
High capacity to build constructive social relations	Expert
Dialogue and crisis management	Advanced
Operational knowledge of Human Recourses	Expert

LANGUAGES

Arabic	Native
English	Fluent