

HAIDER SALEM AL-EID

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Age: 35, Saudi

Objective

To work in an organization where I could invest my skills in delivering HR services, programs and strategies. I will do my absolute best to be part of the organization's success.

Current Job and Position



Al-Falak Electronic Equipment and Supplies Co./2017

- Current

HR Development Specialist

- IKTIVA Responsibility
- compensation and Benefit
- Meeting with Aramco Managers
- Making Training Report& Budget annually.
- Setup annual training plan.
- Handling internee training & Learning
- Good relationship with university.
- Recruitment Strategies Development.
- Develop Training plans.
- Develop the work environment
- Handle Training for all department
- HR policy development
- Handling ITHRA (ARAMCO) Training & Setup training plan
- Develop company HR policy with new suggestions.
- Making relations with Training and event agent and set a discount offers for the company form a lot of place's

HR Administrator – 2018 / 2019

- Handling the government system
- Handling the recruitment in source and outsource
- Handling Overseas Recruitment. - Handle end of service and benefits
- Solve departments problem.

- End of service benefit
 - Recruitment for shadi Hotels
 - Sourcing candidates through various online channels.
 - Reviewing candidate applications.
 - Conducting telephone interviews.
 - Conducting face to face interviews.
 - Scheduling and coordinating interviews.
 - Supporting the candidate offer process.
 - Producing regular and ad hoc reports as required

Total of Experience 14 Years

Recruitment Coordinator 2016 - 2017 Al-Mutawa Sons Holdings.

- Coordinate with Aramco project
- Selecting the best candidate for the position - Sending advertising on proper channel
- coordinate with the candidate for interviews.
- Sending the report monthly for new hiring

HR Specialist 2013-2016

Flexitallic Middle East

HR Coordinator 2011-2013

Al-Shalwai holding

EDUCATION / Courses

Bachelor of International Business

(UTB) Technology University of Bahrain

Diploma in Human Resource Management

Chamber of Commerce

Office Management

Jubal Industrial College

Contemporary Human Resource Management Skills

Expertise farm for Training and Consultant

LANGUAGES

English & Arabic Excellent (Spoken & Written)

KEY SKILLS

- Excellent communication skills
- Fast learner
- Ability to perform work under pressure.
- Accomplish work in a fast and healthy manner.
- Never postpone today's work to another day.

- Entering 40 Arabic words per minute.