

# Anwar Alkaabi

HR Generalist

## Contact

### Address

DAMMAM Saudi Arabia

### Phone

054-103-0345

### E-mail

anwaralkaabi1992@gmail.com

### Nationality

Saudi Arabian

**DOB** 9 December 1992

### LinkedIn

[https://www.linkedin.com /in/](https://www.linkedin.com/in/anwar-alkaabi-523b2a11)

anwar-alkaabi-523b2a11

## Skills

### Social Media

Excellent

### Technical

Very Good

Microsoft Office Excel, Word, and PPT

Excellent

### Dream Weaver

Good

### Training & Development

Very Good

Ability To work Under

## ANWAR ALKAABI - HUMAN RESOURCES MANAGEMENT

A Human Resources Management Employee, Training Associate, and a Recruiter. I eager to widen knowledge on Human Resources and other fields specially Project Managements, Strategic Management Planning.

## Work History

2019-08 -

Current

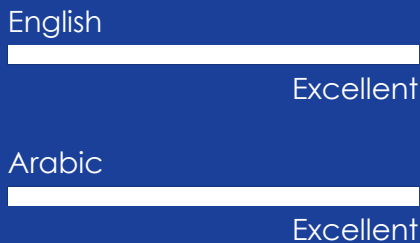
### HR - Generalist

*Gulf Consolidated Contractors Co, Dammam, Eastern Province*

- **Recruitment** : Job announcement, Gathering and selecting CVs, interview coordinating and conducting, and candidate status tracking on excel, After hiring data entry on SAP and onboarding process.
- **Training**: In house and Third Party training, Arranging contract with third party, coordinating to conduct the training, tracking the training and results, data entry on SAP.
- **Performance Evaluation**: Annual evaluation, probationary period evaluation, tracking on excel sheet and taking recommendations from manager and supervisors.
- **Medical Insurance**: Taking quotations and hospital list from the insurance, choosing the suitable medical insurance for the company. helping and coordinating for the employees throughout the year regarding their medical insurance problems.
- **HR Operation**: Employees requests, Certificates, leave requests workflow on SAP. arranging for expats tickets leaves and exits, calculating end of service for the resigned and terminated employees.
- **Events Planning** within the Company. Eid, National day, and farewell for some resigned employees.
- Evaluated staff performance and provided coaching to address inefficiencies.
- Generated reports detailing findings and recommendations.
- Collected, arranged and input information into database system.



## Languages



2019-03 -  
2019-07

### Admin Coordinator

*Redland Arabia , Khobar*

- ERC Employees Coordinator
- Tickets arrangement
- Prepared detailed documents and reports in adherence administrative processes.
- Recruitment coordinator arranging interviews and data tracking on excel.

2017-06 -  
2017-08

### Internship Student

*Chubb Insurance, Khobar*

Preparing Certificates and Experience letters.  
Participating in the interviews, Filing and Collecting Employees Work Observation.

## Education

2011-11 -  
2017-12

### Bachelor of Human Resources Management : Human Resources Management

*Prince Mohammed University - Khobar*

2021-04 -  
Current

### CIPD Level 5 Candidate : HR

*Leoron - Oakwood*