

PERSONAL INFORMATION:

Name: Essa Ali Al-Jadher

Date of Birth: March.13.1980

Nationality: Saudi **ID No.:**1004078380

Marital Status: Married

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OBJECTIVE:

Looking to join a progressive organization that has the need for a college Graduate, and offers opportunities for advancement, achieve high experience to enable me to continue enhancing & developing my career and obtaining.

WORKING EXPERIENCE:

10-2020 – **Until Now** Working with AlRashed Transport &Cement Co.as (**HR and Admin supervisor**).
DAMMAM

01-2020 **To** 10-2020 - Part of the team for restructuring the business of Eastern Insulators Company Ltd. for the manufacture of polyethylene, one of Ahmed Hamad Al-Gosaibi companies.

07-2015 **To** 10-2020 - Working with INTERNATIONAL ASSOCIATION CARGO CARRIER (IACC) and Pakistan Airlines Reservations Office (PIA)
as (**HR and Admin Manager**).
DAMMAM

HR RESPONSIBILITIES:

- Responsible for effective and fast recruitment processes.
- Follow up and coordinate with recruitment channels.
- Knowledge and follow-up in commercial and industrial license renewal
- Execute pre-screening and/or final phone/face to face interviews for junior & mid-level posts & supports all parties in concern with assessment.
- Responsible for putting employees' offers and contracts.
- Review employees reference letters and experience certificates. - Updating employees' files.
- Review the employees' time attendance sheets, prepare the monthly payroll, and pay slip.
- Indemnity calculation and arranging final settlements.
- Manage employees' training schedules. - Responsible for annual vacation plans.
- Supervise the exit and entry for foreign employees.
- Supervise GOSI related issues.
- Supervise the work visas and business visit visas issuance process and follow up with government agencies.

- Handling Iqama transfer issues from and to the Company.
- Communication with insurance companies (Quotation requests, renewal of insurance policies, addition and deletion of employees and their family members...).
- Responsible for following up with the labor office and other governmental agencies.
- Compliance and application of company internal policies and procedures.
- Drafting all necessary internal memos and ensure to receive the proper signatures.
- Writing job descriptions.
- Advice department heads on HR issues and local laws.
- Policies and procedures.
- Follow up and coordinate with recruitment channels
- Drafting all necessary internal memos and ensure to receive the proper

signatures. ADMIN RESPONSIBILITIES:

- Check and sign off invoices, monitor expenses.
- Policies and procedures.
- Company leases.
- Management events and meetings.
- Maintenance / administrative suppliers and rates. - Port requirements.

2002-09-16 -2015-06-30 * Working with Al Gosaibi Soft Drinks Company (**Pepsi Cola**) in the HR Department.

Al Khobar

- **09-2002 To 11-2006 Clark in HR department:** I worked as a Speechwriter, organizing circulars, Archiving, indexing and filing, coordinating between the company and the government transactions, renew residency permits, visa registrations and updating the DATA of the staff, in the HR system (UNIX). Plus, my responsibility in adding and removing employees in GOSI.
- **11-2006 To 01-2007 HR Auditor:** In addition to my previous responsibilities, I've been given control over loans, annual leaves, annual salary adjustments in GOSI and auditing the company's circulars before the HR manager implements it.
- **01-2007 To 06-2013HR Auditor and Service supervisor:** we created a group of employees, to change attendance system to ID cards plus the medical insurance program. In addition, for giving ticket I allowances for our foreign staff. I was assigned as a team leader for a group of 3 employees in HR, and I was in charge of staff in other service departments such as telephone operators, office boys, electricians and the company's canteen.
- **06-2013 To 06 2015 HR Supervisor:** I've been part of the company's program for (Saudization) and responsible for working on programs such as Labor Office Services System, TAMM and MUQEEM. Due to my general knowledge in HR, I had the privilege of covering for other staffs in the department and I was assigned to handle the duties of the HR manager when needed. When Al Gosaibi gave the PEPSI COLA license to

AlJomaih, I was one from tow of the employees, which were selected by the board members to make this transfer. We worked on transferring staff to the new company and ending contracts for several employees and workers.

Education & TRAINING:

07-2022 * Currently studying for CIPD Level 5 (acacia learning institute).		
	Membership no: 86071114	
2020 * (A training online course (40 Hours)) in Risk Management Consistent.		
	Project Champions Consulting Office	
2020 * (A training online course) in Family intelligence.		
	Higher Institute of Family Development Training	Al-Ahsa
2019 * (A training course) in How to start your small business.		
	Eastern Chamber of Commerce	Khafji
2019 * (A training course) in Mechanisms of work in the Nitaqat (MOL) and Gosi.		
	Eastern Chamber of Commerce	Qatif
2018 * (A training course) in the new Saudi labor system.		
	Eastern Chamber of Commerce	DAMMAM
2012 * (A training course) in Human resources planning and management personnel of the administrative and legal aspects.		
	ALMONASEQ TRAINING CENTER	DAMMAM
2004 * I studied BAS in Al-Arabiya Open University six semesters.		
		Bahrain
2002 * Diploma Degree in Marketing.		
	INSTITUTE OF PUBLIC ADMINSTRATIO	DAMMAM
2000 * Orientation year: "English & sales".		
	INSTITUTE OF PUBLIC ADMINISTRATION	DAMMAM
1999 * Diploma (high school) in Accounting.		
	THE COMMERCIAL SECONDARY INSTITUTE QATEF	
2000 * (A training course) in Computer & MS Office.		
	INSTITUTE OF PUBLIC ADMINISTRATION	DAMMAM
2000 * (A training course) in Assistant manager.		
	INSTITUTE OF PUBLIC ADMINISTRATION	DAMMAM
1week* (A training course) in Saudi Arabia G.O.S.I.		
		DAMMAM

2002 * (A training certificate) 10 weeks in Costumer service.

Riyadh Bank Branch

Saihat

1999 * (A training certificate) 12 weeks in Accounting Department.

Ali H AIDhan CO. LTD.

Qatif

SKILLS:

Perfect knowledge in computer & MS Office, Oracle HCM, Muqeem, Tamm, Zawil, Labor Office Services System, Gosi online system, Labor Office Services System, well organized, very sensitive of time, communication skills, writing & speaking fluent English.

HOBBIES:

Reading, watching movies, traveling, listening to music and surfing the web.

REFERENCES:

Personal references available upon request.