

Abdulrahman Al Madi

Human Resource

Saudi Male, Nov 11, 1987.
Dammam.

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Almadi.abdul@gmail.com

Skills

Time Management.
Team working.
Presentation Skills.

Voluntary Work

→ Volunteer of Saudi Students Club
In chestnut hill college 10 Month.

Languages Spoken

Arabic

Fluent in oral and written Native.

English

Fluent in oral and written.

Summary

Self-motivated HR generalist with 5 years of experience, skilled in employee engagement and personnel. Seeking a job opportunity with a reputable organization where I can apply my educational and experience in the field of Human resource.

Experience

AL Ghazzawi Group / HR Representative – Acting HR manager

present, Dammam.

- Job design and job analysis.
- Employee hiring and selection.
- Employee training & development.
- Compensation and Benefits.
- Employee performance management.
- Managerial relations.
- Labor relations.
- Employee engagement & communication
- Performance Management. ...
- Succession Planning

East Pipes Integrated company / HR Supervisor.

- interviews/offer letters, offer letter processing, Jobs event attending and manpower
- jobs posting updates, linked-in following.
- Administration work Handling the villa (where our staff live/ 280 emp) Maintenance &
- any related issue. HR & ADMIN PR are handled & followed up for release and approval by
- in SAP system. Employee's annual vacation settlement cycle /Employees on boarding & off
- boarding cycle /Employees personal file management & file room custody/Employees
- personal or official letters management

Nesma & Partners / HR Project coordinator.

- Maintain Daily Saudization report to Aramco.
- liaising with HR project management, coordinating activities, project records and employee files, Record performance and disciplinary issues.
- Ensure employee handbook reflects current policy.

- Saipem/Snamprogetti / HR Project coordinator.

- Handling All Saudi Aramco ID'S. & Car Stickers for on shore & off shore
- (Issuing, Renew, and monitoring). o Handling (DAM\JUB PORTS) Personal Access
- Pass\Material Gate Pass Procedures. o Aramco SAP sys. o Handling Public Relations regards
- (Aramco & Dammam Coast Guards) o Handling All problems / Time sheets
- Eastern Area (P.R.O's).

Education

Business Administration/ High diploma.

Aug 2015, Chest Nut Hill College.
