

Rakan Alsubaie

Human Resources Management

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Objective

Seeking To Apply My Acquired Experiences Within A Competitive Work Environment That Enhances My Ability To Progress And Fulfils My Passion To Gain Experience And Skills.

Education

- Bachelor degree of Human Recourse Management
 - Prince Sattam bin Abdulaziz university 2015 - 2020
 - Graduation Date: 31/12/2020
 - Graduation Project: "Study on Employee Motivation an Insight from Alsafi Danone".

Experiences

Dallah driving

- Management Supervisor | Jan 2023 – Feb 2024
 - Plan and appraises job results.
 - Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
 - Provides quality service by enforcing quality and customer service standards.

Al Shoala Sports

- HR Specialist | Sep 2022 – Dec 2022
 - Work on personal interviews & Sorting resumes and selecting appropriate employees for each job
 - Work on attendance and departure of employees
 - One working day for human resources every month
 - Data and certificates of employees, working to develop employees, and giving them training courses, each in relation to his department

El-Seif for operation & maintenance co.

- HR Assistant | Jun 2022 – Sep 2022
 - Data entry for company employees & Issuing letters
 - Working on directing and providing guidance to new employees, providing them with a presentation about the Kingdom of Saudi Arabia, and registering their data

King Abdulaziz Library

- HR Specialist (Tamheer Program) | Nov 2021 – May 2022
 - Administer health and life insurance programs
 - Plan quarterly and annual performance review sessions
 - Inform employees about additional benefits they're eligible for (e.g extra vacation days)
 - Implement training and development plans

Training Courses

- Attending in the entrepreneurship program
- How to choose your project idea
- Self-motivation and development
- Saudi Labor System Within the legal aspects of human resources
- Data Entry and Word Processing Course
- English Language Course
- Participating in the search for talent (Marketing)

Skills

- Problem-solving skills
- MS Office
- Organizational skills
- Administrative skills
- Communication skill
- Teamwork skills

Languages

- Arabic
- English