

ADEL KHALID ALOTAIBI

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Profile

The pursuit of self-improvement in professional and practical aspects, and working towards elevating the organization's level to achieve its goals and aspirations.

Education

Bachelor's degree in Business Administration 08/2015 - 05/2019
Al Majmaah University

Work experience

HR Specialist 10/2020 - Present
Al Tawi Ready Mix Concrete Factory

- Working on all government platforms
- Dealing with government licenses
- Executing the relevant administrative tasks

HR Coordinator 12/2019 - 10/2020
Al Tawi Ready Mix Concrete Factory

- Monitoring the appointments of new employees
- Processing the settlements for employees

Courses

Human resources specialist

Strategic planning management

Skills

Sense of responsibility

Teamwork

Flexibility

Organization