

Raed Fahad Aloufi

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 Saudi Arabia

OBJECTIVE

I am seeking to join a dynamic human resources team within an ambitious organization that allows me to apply the skills and knowledge I acquired through my studies and internship in Human Resource Management Diploma. I aim to contribute effectively to improving and organizing administrative and HR processes such as talent acquisition, contract management, training program development, and ensuring the organization's compliance with relevant laws and regulations.

EDUCATION

Diploma in Human Resource Management

Graduation Year: 2024

EXPERIENCE

Al-Amal Complex – Human Resources Department

Cooperative Training

- Assisted in screening resumes, coordinating interview schedules, and preparing candidate lists.
- Updated employee records, archived hiring and contract documents, and ensured organized record-keeping.
- Prepared monthly payroll, and calculated allowances and end-of-service benefits.

SKILLS

- Talent acquisition and conducting job interviews
- Completing hiring, onboarding, and training procedures
- Handling final exit procedures
- Contract management (documentation and renewal)
- Experience with government platforms (GOSI, Madad, Qiwa, Muqem Mubasher, etc.)
- Monthly payroll processing
- Calculating employee entitlements and end-of-service benefits
- Organizing and archiving employee files
- Proficient in Microsoft Office

COURSES

- Excel Course
- Power BI Course

LANGUAGES

- Arabic - English.