

Amjad Abdullah Althunayan

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Summary

Experienced HR Specialist, skilled in payroll systems, employee management, and government platforms.

Career goal

I'm looking to join a professional environment where I can put my knowledge and skills to good use, grow personally and professionally, contributing to organizational success while aligning with the goals of Saudi Arabia's Vision.

Experience

Human Resource Management

Gulf projects co.

March 2022-present

-Government platforms

1. Muqem:

- Processed and renewed Iqama for employees.
- Managed the transfer of sponsorships and updated employee iqama status.
- Monitored the exit and re-entry visas and ensured compliance with Saudi labor laws.

2. Qiwa:

- Facilitated the issuance and management of work contracts for employees.
- Handled Saudization requirements and coordinated with HR to meet government targets.
- Ensured alignment with Ministry of Human Resources guidelines by updating workforce data.

3. GOSI:

- Registered new employees and managed monthly social insurance contributions.

-I also worked on Ejar, Najiz, Nafith, Real state market and Chamber of commerce platforms

-Medical insurance, deletion and addition.

-Personnel management.

-company representative at various conferences.

-Manage and process payroll systems.

Trainee in Administrative Field

2019

College of Science, Imam Abdulrahman bin Faisal University

- Supported administrative tasks, including documentation and record management.
- Assisted in the coordination of academic and departmental activities.

Courses

- Advanced Management of Human Resources
- Applications of the Saudi Labor System

Projects

- Developed an HR program to improve the workflow using Excel.
- Worked on accrediting the company through Mowaamah aiming toward a healthy work environment for people with disabilities.

Skills

- Skilled in Microsoft Office Suite.
- Quick learner.
- Time management and organization.
- Communication skills.
- Effective teamwork and leadership abilities.
- Problem Solving

Education

Bachelor degree in biology - Dammam University