

# Abdulrhman Bin Mansour Alsuhimi

## Human Resources

Phone: +966539233587

Email: al.qrne93@gmail.com

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### OBJECTIVE

I am seeking for an opportunity in the Human Resource Department or New role position, which utilize at best my academics & enhance my career further, providing the opportunity of accomplishment and leadership growth. Having experience in Oracle giving me an extra advantage to learn, adapt, perform and move smoothly intoday's Tech-Oriented business scenario

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### PROFESSIONAL EXPERIENCE

#### Human Resources Operations Manager | 2024

Saraco Global Contracting

- Managing and planning human resources operations
- Managing the localization of jobs and raising Saudization rates according to the established plans.
- Supervising the development and enrollment of employees in training programs
- Monitoring performance indicators for all human resources departments

#### Human Resources Specialist | 2018-2023

Napco National

- Coordination with the Government Relations Department regarding all employee-related matters, including sponsorship transfer, residency renewal, change of profession, and issuance of work, exit, and re-entry visas.
- Launching the monthly payroll process, monitoring employee attendance, and completing all operations related to the payroll cycle.
- Managing the recruitment process and planning the annual recruitment needs.
- Managing the annual employee evaluation process and planning employee training and development.
- Issuing written warnings and investigating employees in accordance with the Saudi Labor Law
- Monitoring the employment rates of Saudis and supporting the localization of jobs in the industrial sector
- Monitoring human resources performance indicators and conducting internal audits

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### EDUCATION

#### Arab Open University | 2013-2018

Bachelor of Special Education

- GPA: 3.15 - 4

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### LANGUAGES

Arabic

English

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### SKILLS

#### Technical Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook)  
Google Workspace (Docs, Sheets, Slides)  
Power BI  
ERP Systems (SAP, Oracle ERP)

#### Analytical Skills

Data analysis  
Problem solving  
Critical thinking  
Business analysis  
Report writing

#### Administrative and Organizational Skills

Time Management  
Project Management  
Meeting Scheduling  
Customer Support  
Administrative Coordination  
Follow-up and Documentation

#### Communication Skills

Oral and written communication skills  
Negotiation skills  
Teamwork  
Customer service  
Presentation and public speaking skills