

Abdulrhman Bin Mansour Alsuheimi

Human Resources

Phone: +966539233587

Email: al.qrne93@gmail.com

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

PROFESSIONAL EXPERIENCE

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

EDUCATION

Arab Open University | 2013–2018

Bachelor of Special Education

- GPA: 3.15 - 4

LANGUAGES

Arabic

English

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