

# SALEM YASER AL-HARBI

✉ [Syaser210@gmail.com](mailto:Syaser210@gmail.com)

☎ +966 531 921 293

📍 KSA

<http://linkedin.com/in/salemyaser210>

## Professional Summary

Looking to obtain a position in a challenging work environment that will make the best use of my education and dskills in order to contribute to the overall advancement of company's goal.

## Work History

<b>Supervisor : ALRajeh</b>	2020/ during university studies
<b>HR Officer : ALKifah Holding – Red Sea Project – Umluj , Saudi Arabia</b>	2/2022 – 11/2023
<b>HR Officer : Ruaa Al-Madinah – Dar Al Hijra Project – Al-Madinah , Saudi Arabia</b>	12/2023 – Current

Experienced in GOV websites

- General administration and coordination
- Identification cards, Smart badges.
- Employee questions , requests and letters-Payroll supporting
- Conducting interviews and sorting through applicants to fill open position.
- Knowledge of the Saudization rate for departments according to the Saudi Labor Law.
- Provide management requirements to Head Office.
- Full access to provide Entry and Exit permits.
- Logistics coordination.
- Manpower suppliers contracts and their needs.

## Education




**Bachelor degree : In** English language from the department of Languages and Translation

**University** – Taibah University

### Development courses

- PMP – ( PDU's ) 35
- The use of artificial intelligence in human resource management
- Labor Law
- Specialty Customer Service
- Secretary and Office Management -Usage of Computer in Office Work

### Languages:

- Arabic (native language) 
- Urdu 
- English 

## Volunteering

- 170 Volunteer Hours at the Ministry of Human Resources and Social Development- NVG
- Participating in the initiative (Turjuman Taibah) at the Holy Prophet's Mosque - 15 Hours
- Translating four articles from English to Arabic on Wikipedia Sponsored by King Abdulaziz Foundation For Research And Archives

## Skills

- Skilled in Microsoft office
- Team Leadership
- Time management
- Teamwork
- Work under pressure
- Self-motivated
- organized
- Willingness to learn
- Communication



# Salem AL-Harbi

## HR - Leadership

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Red Sea Project



Dear Hiring Manager,  
Greetings..

I'm writing in response to your recently advertised position. I am very interested in this opportunity with your esteemed organization and believe that my qualifications, education and professional experience would make me a strong candidate for the position.

I am a HR Officer who specialized in projects management , working in help employees, solving their problems and following up on their requests. its a social role and the need to collaborate closely with other people is the norm. I joined the management team of two projects in the Red Sea Global (building a coastal village plus housing units for the workforce value of 800 Million SAR - building floating villas , resort on Umhhat ALSheikh Island 160 Million SAR )

Enclosed is my resume that more fully details my background and work experience, and how they relate to your position. As you can see, am an expert with data analysis and entry together with GOV websites , conducting interviews with Full authority to issue entry permits for equipment, orders, manpower and other needs

I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help your company achieve its goals.

Thank you in advance for your consideration and efforts,  
Kind regards.

*Salem Alharbi*

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