

TURKI ALSHEHRI

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📅 1995

WORK EXPERIENCE

Assistant Manager HR Relations

Alshiaka

📅 Oct 2020

Jeddah

- Conduct searches to provide and attract candidates
- Coordinate and conducting with candidates interviews and preparing and sending offer packages
- Responsible for issuing contracts and job offers to new employees, and completing all recruitment requirements archived
- Deal with employee requests regarding human resources issues, rules, and regulations
- Prepare warnings and notifications, conduct administrative investigations, verify and confirm all supporting documents and make decisions
- Issuing letters of introduction to employees, letters of clearance, and letters of trial period
- Responsible for social insurance administration and coordination
- Fully responsible for medical insurance
- Assisting in the delivery of Induction course at a basic administrative level if required

Training and development specialist

Alshiaka

📅 Sep 2019 - Sep 2020

Riyadh

- Assisting with the scheduling of training sessions
- Ensure Keeping training records and files up to date
- Ensure management of all training materials
- Preparing and sharing training evaluations and all relevant reports
- Conducting Training Needs Identification
- Prepare training material, such as outlines, text and handouts in field of expertise.
- Assisting in the delivery of training sessions at a basic administrative level if required.
- Conducting business and technical training.
- Executing OJT and refresher training as required.
- Executing training courses kingdom wide as required.
- Representation of human resources management in the Central Region
- Assist the area in managing staff with employee relations day-to-day issues and coordinate with HR Head Office & Area Managers for all employee relations issues.

Branch Supervisor

Zain Telecommunications Company

📅 Jun 2014 - Feb 2017

Riyadh

- Coordination between staff and attention to the management of the branch
- Solve customer problems
- Prepare the final sales and inventory report at the end of each day
- Achieve the sales objectives of the company
- Get new clients and build a lasting relationship with them

EDUCATION

Business Administration 3,50 out of 5

Imam Muhammad bin Saud University

📅 2013 - 2018

Riyadh

PERSONAL SKILLS

Leadership

Self-motivation

Microsoft Office

MenalTech system

Communication

Decision Making

Working under pressure

LANGUAGES

English



Arabic



COURSES

Human Resources Management Course of 15H



Raya International Services

English course of four month

📅 2020

Direct English

Key performance indicators are a point of concern in the management of human resources of 5H

📅 2020

Royati International Training center

Saudi Labor Law of 10H

📅 2021

Royati International Training center

Trainee training course of 25 H

📅 2020

Comprehensive nobles Training Center