

Abdullah Riyad bin Eid

HR & Admin Officer

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Saudi Arabia - Riyadh
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Skills

- The soul of leadership.
- Mass communication skills.
- Excellent in English language.
- Excellent in Microsoft Office.
- Ability to work under pressure.
- Dealing with customers professionally.

Certification

Project Management Professional
Riyadh chamber
5-9 Jan - 2020

Training Course in Office 365
KSU
15 Feb - 2020

Labor Education according to
Saudi Labor Law
Doroob
6 May - 2020

Future Road to the Basics
of Professional Research
Misk Foundation
7-14 Jul - 2020

Profile

My ambition is to join a professional work environment that enables me to self - develop and gain experiences and contribute to the development and prosperity of the workplace that I will work with to achieve goals through the knowledge that I acquired during the study of my path which is Human Resources.

Experience

HR & Admin Officer Aug 2020 - Present
Daffah company Riyadh

- Responsible for recruitment processes, job offers, and sponsorship transfer procedures for non-Saudis.
- Responsible for the operations of the actual employees of the organization.
- Responsible for operations related to terminating the contractual relationship, such as resignation, non-renewal of contract, end of service calculation and issuance of travel tickets
- Responsible for payroll
- Responsible for medical insurance

Area Sales Supervisor Feb 2020 - Aug 2020
Daffah company Riyadh

- Set monthly targets and follow them up to determine appropriate strategies to achieve it.
- Recruit, train, encourage and motivate the sales team at the Branches.
- Follow up with my team, and coordinate with them about attendance and all day-to-day operations.
- Visiting retail showrooms to check the displayed goods and stock percentage, checking cleanliness, arrangement, and any maintenance needed and working on it to be fixed.
- Monitoring the market and its movement in sales and preparing reports.
- Follow up after-sales operations and solve all faced issues with the customers professionally.

COOP Training - Organizational Development Specialist Jan 2020 - Apr 2020
Saudi Food & Drug Authority Riyadh

- Enhance job descriptions.
- Enhance the organizational structure of the Saudi Food & Drug Authority.

Delivery Supervisor Apr 2015 - Jul 2019
Daily Food Company Riyadh

- Increase the performance for a high-level delivery service.
- Achieve the required goal of the number of delivery orders and Sustain the reduction of delivery time.
- Raise customer satisfaction and solve any problem they may face with the delivery team.
- Responsible for anything related to the delivery team, including motivation, performance evaluation, and the schedule of daily working hours.

Education

Bachelor Degree of Science in Business Administration with major in Management -Humane
Resource Management track

King Saud University

Aug 2015 - May 2020