

## Contact

### Phone

966566133513

### Email

saad.binsanad1@gmail.com

### Address

Saudi Arabia, Riyadh

## PROFILE

I aspire to be in a leading organization that helps me excel in my field of specialization and use my knowledge and skills to contribute positively to the organization's goals and future achievements

## Education

2017

### Bachelor Of Human Resource Management

Imam Muhammad bin Saud Islamic University

## Expertise

- Work under pressure
- administration science
- Teamwork
- Problem Solving

## Language

Arabic, English

# SAAD ALDAWWAY

Human Resource Management

## Experience

### ○ 2019 - 2023

Saleh Abdulaziz Al-Rajhi Endowment Company

#### Human Resource Specialist

Performing all HR management tasks, including completing recruitment procedures, writing employment contracts and extension contracts, drafting external correspondence and internal memorandums, working on job descriptions and performance evaluations, managing employee vacations and tickets, developing attendance and leave policies, managing delegations, overtime and annual bonuses, making decisions and issuing circulars.

Monitoring all employee affairs procedures, controlling the movement of procedures and entitlements related to "transfers, secondments, delegations, annual increases, bonuses, annual reports, promotions, and all types of leave", supervising their documentation for employees.

Experience working on " Muqem - Gosi labor office" websites.

Working on annual employee costs.

Working on labor office penalties list regarding attendance, absenteeism, and other penalties.

Working on employee end-of-service entitlements and settlements.

Organizing employee files, archiving and documentation.

Following up on employee issues and striving to solve them.

### ○ 2017- 2019

Hassan Al Ammari Contracting Company

#### Operations Officer

Monitoring the daily operations of the company, finalizing the abstract and submitting daily reports to the management