***Hamza Saleh Al Zuwaid***

**CONTACT INFORMATION:**

Email ID: Hamza.Alzuwaid@outlook.sa

Address: Dammam, Saudi Arabia

Contact Number: 0537727761

**CAREER OBJECTIVE:**

To pursue a rewarding career and a longterm relationship with a reputed organization wherein my professional working experience of Administration & Human resources could be utilized to meet and exceed the expectations of both my superiors and colleagues through effective communication, time management, and organizational skills

**SKILLS/ QUALIFICATION:**

* Prioritize workloads and target
* Extensive knowledge in **GOSI (Enrollment / Deletion / Claims / Reporting of Injury/ Yearly salary update**)
* Comprehensive knowledge in **HRDF/HRSD** trainee’s recruitment and claims in **HADAF** for training / salary cost refund (**SPSP Trainees**)
* **WPS** (Wages Protection System) upload of salary file from bank to **MUDAD**
* Timesheet Management and payroll coordination for employee’s payroll concerns
* Attending career day / job fair held at various universities / colleges / technical school / Al Sharqiyah / TAQAT Center
* Ability to work in own initiatives and needs less supervision
* Good knowledge of all current and forthcoming legislation
* Team leader

**PROFESSIONAL WORKING EXPERIENCE:**

**Saipem Taqa Al-Rushaid Fabricators, Dammam - Saudi Arabia**

***September 2012 up* to Present**

***Designation: -” HR Officer”***

**Duties/ responsibilities:**

* Dealing with complaints and discipline procedures
* Assisting in the recruitment of new employees (sourcing / identifying /Background checking / Negotiation
* Working with other managers, improving employees' experiences of the workplace
* Keeping employee records
* Helping people get training and development
* Making sure employees have the right pay and benefits
* Arranging employee services such as welfare and counselling
* Promoting equality, and health and safety
* Advising on matters like pay negotiations, redundancy and employment law
* Developing HR policies and procedures
* Recording and analyzing confidential information
* Dealing with staff at all levels
* **Other Previous Working Experience with Saipem Taqa Al Rushaid, Dammam Saudi Arabia:**
* I have also worked on different position which includes Recruitment, Employee Relation Officer, and HRDF Coordinator, GOSI officer & WPS Payroll File Uploader in MOL system.
* **EDUCATIONAL** **BACKGROUND:**
* I am currently studying at the Saudi Electronic University in the College of Business Administration.
* Higher School from “***Hawazn Al Ahsa”*** with Major subjects of Arabic, Islamic science in 1423 H
* **COURSES / AWARD:**
* HR official development courses & 5 Years of Awardee with Saipem Taqa Al Rushaid
* Human Resources Officer Development Program (1-2) from Ashrqia Chamber Training Center (100 hours)
* GOSI Course about the social insurance system (5 days)
* **COMPUTER** **SKILLS:**
* Proficient in MS Office (Word, Excel, and Outlook)
* **REFERENCES:** Will be furnished upon request