

Ahmed Essa Bakheet

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📍 Yanbu, Saudi Arabia

WORK EXPERIENCE

HR Manager

BIN MADI COMPANY L.T.D .

05/2019 - To Till Date

Administrative Coordinator

Mada Carpet Co.

05/2017 - 05/2019

Achievements/Tasks

- Personnel records, termination, vacations, transfers, and promotions , Solve employee relations problems , Medical Insurance, Letters and reports.

HR Officer

Fiber Glass Oasis Co.

05/2013 - 05/2016

Achievements/Tasks

- Recruitment, Employees files and work card, Medical Insurance, Government portals, Follow up attendance and absence, Letter and reports, Reservation Airlines and hotels.

Administrative Assistant

Factory of Red Sea Cables Co.

11/2010 - 05/2013

Achievements/Tasks

- Employees files , Medical Insurance , Government portals, Letters and reports, Reservation Airlines and hotels.

Administrative Assistant

Saudi Industrial Development Co.

03/2010 - 07/2010

Achievements/Tasks

- Employees files , Ministry of labor , Gosi , Letters and reports,Reservation Airlines and hotels .

Administrative Assistant

Est. Abdulrehman Al.Rubiawi

02/2009 - 03/2010

Achievements/Tasks

- Employees files , Ministry of labor , Gosi , Reservation Airlines and hotels .

EDUCATION

High School

Ministry of Education

03/2009

Courses

- Natural Science

SKILLS

time management

Employee relations

team management

Teamwork

Communication skills

MS Office

CERTIFICATES

Fundamentals of management

Introduction to Human Resources Function

Project Management Quality and Human Resources Management

LANGUAGES

English

Limited Working Proficiency

Arabic

Full Professional Proficiency