

ABDULRAHMAN BIN YOUSEF

HR SPECIALIST

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CAREER SUMMARY

I am a Human Resources Specialist, and I am looking for a job opportunity to utilize my capabilities and skills in recruitment, training, personnel affairs and relations to ensure efficient and effective human resources management, I am committed to staying up-to date with industry trends and best practices and consistently seek opportunities to enhance my skills and knowledge in the HR field.

EDUCATION

Bachelor’s in Human Resource Management Gulf University	Present
Diploma in Human Resource Management Institute of Public Administration	2020-2022

SKILLS

HR Operation | Recruitment | Communication Skills | Microsoft Office

WORK EXPERIENCE

HR Specialist Basiqah Real Estate Company	2024- 2025
- Working on a Jisr system for employee management. - Working on medical insurance for employees. - Working on government platforms.	
Human Resource Management Trainee (Tamheer) Emkan Finance Company	2023- 2024
- Work on social insurance. - Work on medical insurance for employees. - Work on booking for the employees as professional credit advisors and following up on them. - Review the CVs of candidates and communicate. - Work on adding data for new employees in the system.	
Human Resource Management Trainee (COOP) Naseej Technology Company	2022- 2022
- Creating unified CVs for the company’s employees. - Viewing of the company’s human resources system. - Viewing of the government platforms.	