

# AHMED AL SHEHAB

## CONTACT

Mobile: 0567778738

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Location: Eastern Province, Saudi Arabia

## EDUCATION

Diploma in Public Administration – King Faisal University

Graduation Year: 2023

## KEY SKILLS

Proficient in Microsoft Office (Excel, Word)

Experienced with ERP systems

Excellent organizational and analytical skills

Time management and ability to work under pressure

## LANGUAGES

Arabic: Native

English: Good

## PROFILE

HR Generalist with experience in payroll, contracts, medical insurance, and supplier employee management. Seeking to contribute to organizational success through effective HR operations and employee services.

## EXPERIENCE

Galberti Group – HR Generalist

📍 Dammam – 2024 to Present

Key Responsibilities:

- Processed monthly payroll, including accurate overtime calculations.
- Prepared and issued employee contracts.
- Managed medical insurance, including additions, removals, and updates.
- Oversaw the fingerprint attendance system and registered new employees.
- Organized and maintained employee personnel files.
- Managed vendor employee matters, including time sheet preparation and invoice follow-ups.
- Conducted call assessments and coordinated interviews with relevant departments.
- Managed employees leave records and arrange travel bookings.
- Prepared monthly reports on payroll, leave, and attendance.

Alseef Alsharqi Company – Branch Manager

📍 Dammam – 2018 to 2024

Key Responsibilities:

- Managed daily branch operations to ensure smooth workflow and high service quality.
- Supervised, trained, and motivated staff to achieve sales and performance targets.
- Monitored inventory levels, coordinated stock orders, and minimized shortages.
- Handled customer inquiries, complaints, and special requests to ensure satisfaction.
- Prepared and analyzed sales reports to identify growth opportunities.

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- Managed employee schedules, attendance, and performance evaluations.
  - Coordinated employee leave requests and follow-ups.
  - Responsible for invoice tracking and accurate disbursement processes.
  - Ensured compliance with company policies, safety regulations, and operational standards.
  - Coordinated with suppliers to ensure timely product availability.
  - Supervised cashier operations, managed cash flow, and prepared daily financial reports.
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