

GHASSAN ALANSARI

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PROFESSIONAL SUMMARY

Human Resources professional with hands-on experience in recruitment and workforce supervision. Skilled in managing end-to-end hiring processes, coordinating with departments, and leading labor teams to achieve operational efficiency. Known for strong organizational and communication skills, commitment to safety standards, and ability to enhance productivity through effective team management. Seeking to contribute to a dynamic organization focused on growth and excellence.

WORK EXPERIENCE

Recruitment Specialist | 2023 - 2025

Shawaya House Company

- Analyze and identify hiring needs with department managers.
- Prepare and post job advertisements on various platforms.
- Screen resumes and shortlist qualified candidates.
- Conduct initial interviews and coordinate with hiring managers.
- Prepare job offers and follow up on onboarding processes.
- Maintain and update candidate databases and recruitment reports.
- Participate in job fairs and recruitment events.
- Ensure compliance with HR policies and labor laws.

Labor Supervisor | 2020 - 2022

Alwalimah Company

- Supervise and coordinate daily work of labor teams on-site.
- Assign tasks and ensure work is completed efficiently and on time.
- Monitor workers' performance and provide guidance or training as needed.
- Ensure compliance with safety standards and company policies.
- Report daily progress and manpower status to management.
- Resolve on-site issues and support smooth workflow.
- Check attendance, discipline, and proper use of tools and materials.

ACADEMIC HISTORY

King Saud University | 2019 - 2023

Psychology

- GPA: 4.51
- Volunteer with the Psychology Club: + 200 hours.

SKILL

Candidate Sourcing, Talent Acquisition Strategy, Interviewing Skills, Screening & Shortlisting Candidates, Job Posting & Advertising, Employer Branding, Communication Skills, Negotiation Skills, Relationship Building, Time Management, Applicant Tracking Systems (ATS), Resume Evaluation, Behavioral Interviewing, Data Analysis & Reporting, Networking Skills, Onboarding Coordination, Labor Market Knowledge, Problem-Solving Skills, Attention to Detail, Proficiency in using government platforms and managing electronic services, Employee follow-up and personnel management, Managing and completing all recruitment procedures from start to finish (End-to-End Recruitment Process).