

TAIF KHALID ALISMAEEL

ABOUT ME

An organized and detail-oriented person. I can work in a team and solve work problems and professional conflicts. I learn the mechanisms and strategies of work immediately.

CONTACT



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Email

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Address

Riyadh

EXPERIENCE

Human Resource Specialist at Support HR Company

Feb 2022- August 2022 | Tamheer

August 2022- August 2023

- Documentation of staff contracts in (Mudad)
- Create contracts between our company and the companies that hire our workers and document the agreement on (Ajeer)
- Contact customers.
- Create work permits and renew them (Qiwa)
- Transfer and acceptance of services (Qiwa)
- Issuance \renewal of visas, update workers information, extension of visas. (Muqeem)

Electronic Monitoring Specialist

June 2021- August 2021| the Ministry of Human Resources and Social Development

Electronic Monitoring Department

- Sorted Excel files, write and deliver reports that contain tasks and regions.
- Worked on (baheth) portal.
- Targeted job recruitment scams.

SKILLS

Leadership skills

Critical thinking

Fast learning

Flexibility

Problem solving

Communication

Time management

TRAINING COURSES

Dec 2023

- Tourism Guidelines and Laws and Stakeholder Management
- Cultural Heritage and Tourism Development
- Marketing and Promotion of Tourism Destinations