

# 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



Phone

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Email

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Address

Riyadh

## EDUCATION

### Bachelor of Business Administration

Imam Muhammad bin Saud Islamic University  
GPA: 3.96

## 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. (Muqem)

### 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