



✉ kraddadi89@gmail.com

☎ 35439471

📍 Bahrain- Arad

🌐 Saudi

👤 Married

CAREERS OBJECTIVE

To find a challenging opportunity that provides experience, career path and security.

PERSONAL SKILLS

Leadership 100%

Communication 100%

Self-motivation 100%

Decision Making 100%

Adaptability 100%

LANGUAGES

English ○ ○ ○ ○ ○

Arabic ○ ○ ○ ○ ○

MOST PROUD OF

🏆 **Physical Organization**
Creative Thinking, Effectiveness, Productivity

📊 **Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning

👥 **Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

AREAS OF EXPERTISE

HR Policies

Payroll

HR Planning

Recruitment

Abdulkarim Alraddadi

Human Resources

WORK EXPERIENCE

Human Resources Manager

Jan 2014 - Dec 2018

Nameyah International Co.

📍 Saudi Arabia-Riyadh

Responsibilities

- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Conducting new employee orientations and employee relations counseling
- Maintaining department records and reports
- Conducting in administrative staff meetings
- Maintaining organizational charts and company directory
- Recommending new policies, approaches, and procedures

HR Specialist

May 2011 - Dec 2013

E-vision Co

📍 Saudi Arabia-Khobar

Responsibilities

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Interviewing applicants
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval

EDUCATION

MSc Human Resources Management

2019 - 2020

University of Strathclyde

📍 United Kingdom-Glasgow

Notice: Working on final dissertation

• Bachelor's degree of Science (Administrative Science

2012 - 2016

King Abdulaziz University

📍 Saudi Arabia-Jeddah

Part Time Study

VOLUNTEERING

- Class Representative for MSc Human Resource Management (September 2019 - Present)
- Board member of Saudi society in University of Strathclyde (September 2019 – Present)
- Cooperator with Glasgow Saudi Club (May 2019 – September 2019)