

Talal Hadi Talal Al-Ohaly

Date of Birth: 11 Aug 1975

Mobile: +966 504999388

Email: talal.f.k1975@gmail.com

Nationality: Saudi.

Address: Dammam, KSA

OBJECTIVE

Hard-worker with advanced skills and experiences in human resources and administration fields, communication and problem solving, Seeking a competitive and challenging work environment that enables me to develop my skills, gain new experiences, and enhance performance and productivity of the institute.

WORK EXPERIENCES

- **Arabian Geophysical And Surveying Company (Argas)**
Payroll Accountant. Feb 2013 – 2021
- **Ebrahim M. Almana & Bros. Co.**
HR personnel, Mar 2006 – Jan 2013
- **Iman Group**
Maintenance Supervisor, Oct 2001 – Dec 2005
- **Abdallah Al Faris Company for Heavy Industries.**
QC Inspector, Mar 1997 – Oct 2000

EDUCATION

- **Diploma degree in Machines and systems.**

TRAINING COURSES

- English Language program (120 hours) from British Council.
- English Language course (60 hours) from ALkhaleej Training & Education.
- Accounting systems for the financial aspects of personnel and human resources (Planning, measuring, controlling wages and salaries).
- Modern accounting trends in salaries and wages accounts.
- The arts of excellence, cooperation, communication and dialogue with others.
- Course in salaries: preparation, analysis and management.
- Microsoft Excel course.

KEY EXPERIENCES

Loans – Clearances - Leave Balances – Adjustments - Bank relations – Warnings - Manpower planning – Interviews - Saudization.

TECHNICAL SKILLS

- Computer & Microsoft Office.
- SAP system.

PROFESSIONAL SKILLS

- Very good in English Language.
- Human resources knowledge.
- Saudi labor laws knowledge.
- Administrative skills.
- Organizing and priority management.
- Negotiation and persuasion.
- Leading & communication skills.
- Decision-making and Problem solving.
- Multitasking skills.