

WAHAJ ALKEBIRI

My career objective is to leverage my diverse experience in human resources administration, and graphic design, as well as my strong technical skills in computer science and data analysis, to contribute effectively to a dynamic and innovative organization. I aim to deliver high-quality results, enhance operational efficiency, and support the achievement of organizational goals through dedication, creativity, and problem-solving abilities.

whjalghamdi@gmail.com 

 0596889517

 Kingdom of Saudi Arabia

EXPERIENCE

HR Operations Specialist

October 2023 - Present

- Regularly update salaries for 1600 employees.
- Calculate overtime hours.
- Manage deductions and penalties.
- Process end of service gratuity.
- Process leave requests..
- Design employee databases.
- Implement HR policies.
- Manage compensation.
- Update employee database.
- Using ERP to manage payroll, end of service, and attendance.

Administrative Assistant

May 2023 - September 2023

- Working on government platforms such as Gosi, Qawa.
- Responding to emails.
- Claims management.
- Data entry.
- Administrative communications.
- Preparing letters and emails in Arabic and English.
- Preparing organized papers, files and records.
- Prepare reports

EDUCATION

University of Bisha | 2014 - 2019

Bachelor of Computer Science

Jeddah University | 2021 - Oct 2024

Master of Science in Computer Science

SKILLS

- Preparing speeches in both languages
- Excel proficiency
- Power BI proficiency
- Data analysis using Python
- Legislation, regulations and laws
- Relationship management
- Teamwork skills.
- Creative thinking.
- Problem solving.
- Executive secretarial
- Report writing.
- Communication skills

PUBLISHED RESEARCH

Three research papers related to the field of artificial intelligence have been published in different scientific journals:

- Multi-scale Machine Learning Prediction of the Spread of Arabic Online Fake News
- Web Scraper Application for Extracting Scientific Journals Data
- Predicting the Number of Software Faults using Deep Learning (My Thesis)

LANGUAGES

- Arabic
- English

CONFERENCES

- Jeddah University Logistics Conference 2024
- The 2nd International Workshop on Next Generation of Intelligent Systems 2021