

FOUAD NAJI AL-TOHAIFAH

Human Resource

I am a confident fresh graduate, who wants to join your team to add value to your organization. I'm interested in contributing to achieving the organization's goals with the motivation required to succeed in a busy HR department.



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Al-Qatif



15 November, 2001

SKILLS

Time Management

Communication

Microsoft Office

Quick learner

Data Entry

Work Ethic

Teamwork

Adaptability

Flexibility

Patient

LANGUAGES

Arabic



English



EDUCATION

Diploma in Human Resource Management Institute of Public Administration - Dammam

01/2020 - 06/2022

GPA: 5/4.8

WORK EXPERIENCE

Human Resource Assistant (COOP Training) Emirate of Eastern Province - Dammam

03/2022 - 06/2022

Tasks

- Participating in preparing the promotion process as a team and documenting all the information about employees such as their appointment, assignment, promotion, transfer, and certificate in (Masar)
- Addressing and analyzing various employees' cases such as lateness, absence, drugs, conflicts and imprisoned and how to deal with them, then choose the right decision or punishment according to the rules.
- Doing Day-to-Day tasks such as attendance, filling out excel sheets, and sending & receiving letters from other departments.
- Extract leaves balance for regular and retirees employees then give them a copy of it.
- Extract entry permit for visitors then send it on email to the security port.

CERTIFICATES

Introduction to Cybersecurity - CISCO (10/2022)

Protecting Your Privacy in Cyberspace - IABF University (10/2022)

English in Food & Beverages - AHLEI (10/2022)

Basics of Front Office - EHL (10/2022)

Hotel Operation Management - HTMI (10/2022)

Leadership and Management in the Hospitality Industry - AHLEI (10/2022)

Standardized Test of English Proficiency (STEP) (07/2022)

Total Score: 77

Introduction to Human Resource Functions - Doroob (01/2021)