

ABDULAZIZ ALLUBON

HR Cordinator

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📍 Riyadh, saudi arabia

📅 24 March, 1997

EDUCATION

human resources management

Institute of Public Administration(IPA)

05/2021

diploma

WORK EXPERIENCE

cashier/costmer serves

Firstaiment

10/2021 - 11/2021

Riyadh

HR Cordinator

Sham

11/2021 - 10/2022

Riyadh

Achievements/Tasks

- recruitment.
- monitoring attendance (bio time).
- It introduced a number of initiatives in the field of development (Strategic plan for the organization of business) (Development plan for individuals) (The most prominent elements that help to reduce job combustion) and others

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World of Restaurants Co.(WRC)

10/2022 - Present

Riyadh

SKILLS

work under pressure

time management

teamwork

Flexibility

microsoft tools

PERSONAL PROJECTS

Job satisfaction survey (03/2021)

- The survey investigates the extent of employee satisfaction with their jobs and identifies weaknesses, through questions from several aspects, the financial side, the work environment side, the administrative side.

ORGANIZATIONS

Saudi home loans(SHL) (02/2021 - 04/2021)

COOP

COURSES

Introduction to Strategic Planning for Human Resources

shrm advanced certificate in human resources (shrm)
(11/2022 - 01/2023)

IELTS

5.5of9

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency