

ABDULLAH ALDAWOOD

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📅 03-01-2003 **in** <https://www.linkedin.com/in/abdullah-al-dawood-039a5024b>

🇸🇦 Saudi

OBJECTIVE

Seeking an opportunity where I can make significant contributions and develop my skills, knowledge and abilities.

Professional Experience

Human Resource Coordinator, Coop training, ANABEEB

04-2022 – 03-2023 | Jubail, Saudi Arabia

- Going through Human Resource procedures
- Preparing Job description for several job titles
- Issuing many certificates such as Service certificate & Salary certificate
- Working in Recruitment Cycle:
 - Sorting CVs
 - Communicating with applicants (phone interview)
 - Preparing interview sheets
 - Reception of applicants

Certificates

- Conflict Management - Dorooob

Education

Diploma of Human Resource Management (HRM),

Institute of Public Administration

2020 – 2023 | Dammam, Saudi Arabia

Languages

- Arabic
- English

Skills

Time Management

Teamwork

Public speaking

Problem Solving

Microsoft office

Excel, word, PowerPoint

Analytical skills

