

# ABDULAZIZ ALSHEHRI

Riyadh, Riyadh Region  
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## PROFESSIONAL SUMMARY

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**Human Resources Specialist with two years experience, Seeking to apply my acquired knowledge and skills within competitive work environment that enhances my ability to progress, and to fulfil my passion for gaining experience and skills.**

## WORK HISTORY

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05/2021 – Current

**Human Resources Specialist and administration.**

**Jood Facility Management** – Riyadh

- requirement specialist

job posting, interviewing, jobs offers , contract

- government relations

Jawazat, Saudi Labour Office, General Organization for social insurance, Morrora, Ministry of Commerce.

- Employee Settlement  
Annual Leave, End Of Service

- Health Insurance  
Additional And Removal

- Muqem, Qiwa, Mudad  
Iqama Renew, Transfer, Wage Protection, Contract Authentication, New Iqama Request.

12/2020 – 12/2020

**Event Organiser**

**Hafawah** – Riyadh, Riyadh Region

- Organizing VIP Section and hand over Trophies to the winner.

09/2019 – 08/2020

**Human Resources Specialist**

**International innovative industrial** – Riyadh

- recruiting
- writing jobs offers and contract
- following the absentees record and violations.
- solving staff problems

04/2019 – 05/2019

**Event Organiser**

**Maximum** – Riyadh

- Sales Tickets,

06/2015 – 01/2016

**Cashier**

**McDonald's** – Riyadh

## SKILLS

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- Microsoft Office
- A capable teamwork
- Easy Going and approachable
- work under pressure
- self fast learning

## EDUCATION

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04/2019

**Diploma of Higher Education: Human Resources Management**

**Institute Of Public Administration** - Riyadh, Riyadh Region

06/2015


**English**

**Interlink Language Centre** - Riyadh, Riyadh Region

## LANGUAGES

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**Arabic:** Native language

**English:**  B1

Intermediate