

# ABDULLAH MUSTAFA ALADANI

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NATIONALITY: SAUDI ARABIA  
DATE OF BIRTH: 20/7/1997

## Skills Summary

- Communication.
- Self-motivated.
- Teamwork.
- Team leader.
- Good command in English speaking, reading, and writing.
- Excellent Computer proficiency.

## Education

Diploma in human resource management (2015-2019)  
B.S. Business Administration (2022-still)

## Experience

- Internship in AL QARIAN GROUP
  - Training for 3 months across all HR departments from employee relations, then recruitment, employees attendance, payroll, and government relations.
- Sales consultant in EXTRA (February 02, 2020 - July 17, 2021)
  - Achieving the monthly target of sales and services in my department.
- Admin assist in ALINMA BANK (August 08, 2021 - February 05, 2022)
  - Achieving monthly and yearly targets for personal and real estate loans and bringing new customers to take loans from the bank.
- Admin officer in Larsen & Toubro (February 08, 2022 – current)
  - Responsible for searching for candidates, interviewing, and recruiting employees for all renewable energy projects in KSA (Sudair solar PV project) (Jeddah solar PV project) (Neom project) (Ar-Rass Solar PV project), and attendance of the employees.

## **Certifications**

- Business Administration course (introduction to business – marketing - Supply Chain & Logistics Management – HR and staffing – health and safety – management – business law – Saudi labor law - Financial Transaction - Computer Fraud – Entrepreneurship – business communication) (January 14 – April 04, 2019)
- introduction to SAP navigation and basics (October 31 – November 07, 2019)
- Supply chain fundamentals
- Risk assessment
- Fire safety
- Hydrogen sulfide (H<sub>2</sub>S)
- Control of Substances Hazardous to Health (COSHH).