

# ABDULSALAM ALSAADUN

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Highly Organized and detail-oriented Graduate from Institute of public administration in Human Resources Management. Currently a Student in Saudi Electronic University to obtain my BBA, currently working as a HR Coordinator in multiple Department mainly in Recruitment and Learning & Development.

## EXPERIENCE

02/2019 – UNTIL NOW

**COORDINATOR**, GULF HEALTH COUNCIL

Working in multiple Departments such as Learning & Development, Recruitment, Performance and Policy and Procedure

06/2018 – 01/2019

**COORDINATOR**, NESMA TELECOM AND TECHNOLOGY

## EDUCATION

2019

**BBA**, SAUDI ELECTRONIC UNIVERSITY

Currently studying in SEU for my bachelor's in business administration.

2016-2018

**HRM DIPLOMA**, INSTITUTE OF PUBLIC ADMINISTRATION

Human Resources Diploma from Institute of public administration – GPA 4.36

## SKILLS

- Recruitment
- Training Analysis
- Events Management
- Time Management
- Business Development

## TRAINING COURSES

- High Performance Teams – “Dale Carnegie” November 2020
- Competency Based Interview – “THARWA” July 2020
- Data Analysis & Dashboard using Excel – “INFORMA” - OCT 2019