

BASHAYER MOHAMMED ALOSAIMI

Riyadh

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PROFESSIONAL SUMMARY

- An organized HR officer with one year experience in recruitment operations. Focuses on maximizing the use of human resources and improving performance through forward thinking approaches. A solid background that improves collaboration and compatibility across company environments.

EDUCATION

2019 **Diploma of Higher Education: Human Resources Management**
Shaqra University

WORK HISTORY

01/2020 – Current **Recruitment Specialist**

INGAZ For Human Resoures

- Managing and identifying candidates for 12 companies of 150 open jobs effectively and with 100% closing ratio.
- Preparing Plans For Announcing Vacancies And Planning Them.
- Conducting initial Employment Interviews.
- Handling Recruitment And Outsourcing For Multiple Clients.

SKILLS

- Microsoft Office.
- Time management.
- Effective teamwork.
- Photoshop.

COURSES

- On-the-job training (data entry)
- A human resources specialist course.
- Introduction to human resource management.
- Computer course from cambridge.
- English course.
- Customer service principles.