

SUMMARY

I have more than 12 years of meticulously handling HR and promoting strategic self motivational programmes for Employees. Have been specialising in implementing policies, systems, and strategies of senior management, customer service, HR management, and motivating working teams to achieve objectives enhancing excellent inter-personal communication skills amongst team members that contribute to inducing a professional approach as well as trust among the team. Most importantly the distinguishing attitude being Dependable and an organized team leader with the ability to communicate effectively and efficiently.

WORK EXPERIENCE

Human Resources Manager, Government Relations Manager

Optimum Engineering Standards Company
Mar 2017 - Mar 2019

Eastern Region, Khobar City

Customer Service Supervisor

Saudi Arabian Airlines Ground Services Company
Mar 2013 - Feb 2017

Madinah Airport

Consultant

Council Of The Governorate Of Madinah Region
Jan 2013 - Mar 2013

Madinah City

Customer Service Agent

Saudi Arabian Airlines Ground Services Company
Jul 2007 - Jan 2013

Madinah Airport

EDUCATION

Human Resources Management Diploma

The New York Academy Of American
2019 - 2020

Diploma Of Hospital Management

The New York Academy Of American
2019 - 2020

SKILLS

MicrosoftOffice مايكروسوفت اوفيس	100%
Amadeus System	100%
Problem Solving مهارات حل المشكلات	100%
Communication Skills مهارات التواصل	100%
Administrative Skills المهارات الإدارية	100%
Leadership Skills المهارات القيادية	100%



MAZEN ALMEHMADI

Human Resources Management/Customer Service Management

mmmehmadi@gmail.com

0553003987/0566669013

KSA - MADINAH

SADUAI

20/11/1983

SINGLE

mazen-almehmadi

@__MZN__

LANGUAGES

100%

Arabic

80%

English

HOBBIES



Learn Computer Programming



Learn New Things



Start Investing



Start Budgeting

COURSES

Aviation Security Awareness

2013

Saudi Ground Services Company

Passenger Services Course 1-2-3

Mar 2008

SAUDIA AIRLINES

Airside Safety Awareness

2013

Saudi Ground Services Company

Dangerous Goods Awareness

2013

Saudi Ground Services Company

Human Factors Awareness

2013

Saudi Ground Services Company

Marketing and E-commerce

2020

The New York Academy of American

English For The Workplace

2020

The New York Academy of American

Computer

2020

The New York Academy of American

Self Management - ادارة الذات

Human Resources Development Fund-Doroob

Fundamentals and Principles of Financial Accounting Part 2 - أساسيات ومبادئ المحاسبة المالية الجزء الثاني

Human Resources Development Fund-Doroob

Fundamentals and Principles of Financial Accounting Part 1 - أساسيات ومبادئ المحاسبة المالية الجزء الأول

Human Resources Development Fund-Doroob

International Accounting Standards in the Public Sector - Part 3 معايير المحاسبة الدولية في القطاع العام - الجزء الثالث

Human Resources Development Fund-Doroob

International Accounting Standards in the Public Sector - Part 2 معايير المحاسبة الدولية في القطاع العام - الجزء الثاني

Human Resources Development Fund-Doroob

International Accounting Standards in the Public Sector - Part 1 معايير المحاسبة الدولية في القطاع العام - الجزء الأول

Human Resources Development Fund-Doroob

Asset Assessment and Management in Government Institutions in Light of The Shift to Accrual Accounting - تقييم ادارة الأموال بالجهات الحكومية في ظل التحول إلى المحاسبة المبنية على أساس الاستحقاق

Human Resources Development Fund-Doroob

Reviewing and Evaluating Performance in Public Agencies in Light of the Shift to Accrual Based Accounting - مراجعة وتقويم الأداء في الأجهزة العامة في ظل التحول إلى المحاسبة المبنية على أساس الاستحقاق

Human Resources Development Fund-Doroob

Leadership Essentials اساسيات القيادة

Human Resources Development Fund-Doroob

Communicate Effectively With Customers التواصل الفعال مع العملاء

Human Resources Development Fund-Doroob