

ABDULLAH ALANAZI

HR OPERATION SPECIALIST



PERSONAL INFORMATION

E-MAIL : Abdullah2HRM@gmail.com

MOBILE Nu : 0533175180

Date of Birth: 24 Oct 1998

Social Status : Single



CAREER OBJECTIVES

Administrative support offering versatile HR management skills and proficiency. Able to juggle multiple priorities and meet tight deadlines without compromising quality.



COURSES

Human Resources Planning • 1 Hour

Motivate Employees • 1 Hour

Ethrai Website

Employment support program to upgrade skills • 47 Hours
Droob Website



SKILLS

MS Office programs

Time Management

Communication

Problem solving

Harmony with the team

• EXPERIENCE



ALAYUNI INVESTMENT AND CONTRACT

HR OPERATION SPECIALIST, AUGUST 2022- PRESENT

Correspondence
Promotions
Termination, End of contract and Resignation
Leaves Management



AMERICAN MEDICAL INTERNATIONAL LTD

HR SPECIALIST, JUNE 2021- JULY 2022

Recruitment, Local and International
Convert Positions
Termination, End of contract and Resignation
Transfer
Promotions
Monthly reports to the client



AMERICAN MEDICAL INTERNATIONAL LTD

PERSONNEL CLERK, DEC 2019 - MAY 2021

Re-contracting employees
Write letters to the client
Arrange and maintain employees' files
Leaves Management
Ticketing
E-WAKALA Authorization



• EDUCATION



INSTITUTE OF PUBLIC ADMINISTRATION, MAY 2019

Associate Degree in Human Resources Management

