

FAISAL MOHAMMED ALMANA

HUMAN RESOURCES MANAGEMENT

🏠: Dhahran, Eastern providence, Saudi Arabia | D.O.B. 1994

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OBJECTIVE

To pursue a job opportunity as the role of a human resource professional in a reputable organization, where I can apply my knowledge and experience to learn and contribute highly.

WORK EXPERIENCES

Zamil Offshore Co.

HR Coordinator, Dammam, July 2020 – current

- Structuring and developing recruitment steps, searching, comparing the job description with the CVs, shortlisting, arranging job interviews, and completing the recruitment procedure.
- Updating and applying the policy and procedure awareness by a presentation.
- Analysing of employee relations and welfare, presentations, and speeches.
- Supporting the executive management, organizing events.

NESMA TRADING Co.

HR Coordinator, AL Khobar, April 2019 – June 2020

- Implementing human resources operations daily tasks by processing financial settlements including resignations and terminations.
- Automate and restructuring the workflow chart.
- Controlling the cost by arranging air tickets and visa eligibility.

ADVANCED CO.

HR & Administration Executive, AL Jubail, March 2018 – March 2019

- Initiate the employee master list and running the HR-payroll.
- Implementing and updating all human resources reports & data.
- Inshore/offshore recruitment, developing the organization chart.
- Worked on Ramco system (Attendance, employees joining and separation)
- Worked on file documentation, filing, and ticket booking.
- Worked on Employee relations and welfare analysis.

MARAFIQ Co. (Internship)

HR Trainee Al Jubail, July 2017 – Dec 2017

- Worked in the customer services department.
- Trained in SAP system level 02.
- Worked as a financial auditor.
- Worked as an HR assistant.

EDUCATION

Jubail Industrial College

Associate of sciences in Marketing
Aug 2014 – Oct 2017

GPA: 2.97 out of 4

COURSES & CERTIFICATES

- RMP & PMP Training
- HR Management Diploma
- Legal Aspects of HR Management & Saudi labor law
- Microsoft Excel – Advanced Level SGL
- Toastmaster International program
- First Aid CPR AED