

# FAISAL MOHAMMED ALMANA

HUMAN RESOURCES MANAGEMENT

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

☎: 0551471877 | ✉: [faisal.m.almana@gmail.com](mailto:faisal.m.almana@gmail.com)

## 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.
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### NESMA TRADING Co.

HR Coordinator, AL Khobar, April 2019 – June 2020

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

### ADVANCED CO.

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

- Worked in HR-Payroll.
- Worked in preparing HR reports and data.
- 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

Aug 2014 – Oct 2017

Associate of sciences in Marketing

**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