

FAISAL MOHAMMED ALMANA

HUMAN RESOURCES MANAGEMENT

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



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OBJECTIVE

Seeking for job opportunity as a role of HR professional in 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, arranging job interviews and completing recruitment procedures.

NESMA TRADING Co.

HR-Coordinator, AL Khobar, April 2019 – June 2020

Implementing Human Recourses operations daily tasks by processing financial settlements including resignations & terminations, and arranging air tickets and visas.

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 onfiles Documentation, filing, and tickets booking.
- Worked on Employees relation and welfare analysis

MARAFIQ Co. (Internship)

HR trainee Al Jubail, July 2017 – Dec 2017

- Worked in customer services department.
- Trained in SAP system level 02.
- Worked as Financial auditor
- Worked as HR assistant.

EDUCATION

Jubail Industry College

Aug 2014 – Oct 2017

Associate of sciences: in Marketing

GPA: 2.97 out of 4

COURSES & CERTIFICATES

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