

FAISAL MOHAMMED ALMANA

HUMAN RESOURCES MANAGEMENT

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

☎: 0551471877 | ✉: faisal.m.almana@gmail.com

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

NESMA TRADING Co.

HR-Coordinator, AL Khobar, April 2019 – current

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, June 2018 – April 2019

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

HR & Administration Assistant, AL. Jubail, March 2018 – June 2018

- Worked on Ramco system (Attendance, employees joining and separation)
- Worked on files 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.
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EDUCATION

Jubail Industry College

Aug 2014 – Oct 2017

Graduate Associate of sciences: in Marketing

GPA: 2.97 out of 4

COURSES & CERTIFICATES

- HR Management Diploma
- Legal Aspects of HR Management
- Saudi labor law
- Microsoft Excel – Advanced Level SGL
- Toastmaster International program
- Band Aid
- JIC Marketing Club