

# Hawra Al Ghazwi



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Al Qatif, Sharqiyah

## Education

2016-2019

HRM High Diploma  
Institute of Public Administration  
GPA : 4.35 out of 5

## Courses

December ,2021

Leadership in SCM  
Sharqiyah Chamber

- SCM strategies
- Procurement
- Warehouse
- Logistics

Dec ,2019

Certificate in HR Programs  
Ministry of Media  
Orange HRM, Al Shafi, Sahel

Nov ,2016

English Online Course  
Education First (EF)  
Level six

## Skills

Organized by nature  
Flexibility  
daptability  
Very Good Computer Skills(MS Office)

## Professional Experience

Aug ,2021 - Present

Absoulte Power for Equipment, Dammam  
Procurement

- Send RFQs to the vendors
- Follow up the inquiry
- Evaluate vendors' prices, and specs (if diffirent)
- Creat PO and share it to a vendor

Warehouse

- Receive goods and check them
- Organize goods in the store/warehouse

HR Coordinator

- Update Payslip and Timesheet
- Health Insurance
- Training to employees

Account Manager

- Create quotations and send to client
- Follow up with clients and response thier quistions

Finance

- Create Invoices with QR with text
- Update expense report and check per month
- Creat Pettycash

Oct ,2019 - May,2019

OSN, Khobar  
Tamheer Training

Logistics

- Tracking air way bills

HR Specialist

- Create Accounts for joiner through Servisdesk
- Sorting, shortlisting, and offering candidates
- Reviewing bills and upload claims through HRDF

## Languages

English (Intermediate)  
Arabic (Native)