

Hawra Al Ghazwi

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 0562789686

 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
High flexibility
Ease daptability
Excellant Computer Skills(MS Office)

Proffisional Experience

Aug ,2021 - Present Absoulte Power for Equipment, Dammam
JOCKER (multi-jobs employee)

Procurement Specialist

Evaluate vendors
Creat PO and share it with the supplier

Warehouse Officer

Receive goods and check them
Organize goods in the store/inventory

HR Coordinator

Update Payslip and Timesheet
Recording new joiner in the health Insurance
Coordinate training to employees

Account Manager

Quote items and share the quotation to client
Follow up with clients and response thier quistions

Finance

Update expense report and check per month

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)