

KARAM NAJI | ALJOWHAR

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OBJECTIVE

A recent graduate in Human Resource Management and I'm looking for an entry-level human resource administration position to utilize high-level communication skills, leadership abilities, clerical skills, and to improve my working knowledge and my Skill.

SKILLS & ABLITIES

- Social person
- Good working with team
- Quick Lerner
- Good with Microsoft office

EXPERINCE

Human Resource Management, Qatif Municipality (Summer Internship) 2019 from June to July

- Ensuring all paperwork received is scanned and stored electronically to HRIS system.
- Accurately enters and maintains associate records in HR system.
- Works with Payroll system to ensure accurate payment of wages.
- Prepares HR training materials. • Making vacations for employees.

EDUCATION

Associate Degree (Diploma)

Human Resource Management *Dammam community college (DCC-KFUPM)* 2016 - 2020

CERTIFECATION

- English course from United State Minnesota University of ST Thomas. 2018
- English course from Saudi Aramco summer Ras Tanura 2014