



Mohammed Khalid Al-Sofyani


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Saudi


25/06/1999


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● OBJECTIVE

- I seek to consolidate what I have learned academically, gain experience in my career fields, and be an effective, positive and highly qualified member of the organization.

● EDUCATION

- 2021 ● Human Resources Diploma
Institute of Public Administration
GPA: 4.27 | Grade: Very good

● EXPERIENCES

- Cooperative training at the Saudi Electricity Company - for two months.
- Working at Abdal Company as a HR administrator- June 21 until now.

● COURSES

- Personal Planning | Institute of Public Administration.
- Report writing in English | Institute of Public Administration.
- Smart investment and money development | Social Development Bank.
- Knowing the methods of electronic breaches | Institute of Public Administration.
- Labor education according to the Saudi labor system | Dorooob.
- Smart work ethic | Dorooob.
- Leadership skills | Dorooob.
- Management basics | Dorooob.
- Introduction to human resources functions | Dorooob.
- Executive secretary | The International Academy for Human Development in Britain
- Customer Service | The International Academy for Human Development in Britain
- Developing the skills of tourism accommodation staff | Technical and Vocational Training Corporation.
- Identifying jobs in the tourism field | Technical and Vocational Training Corporation.

● SKILLS

- Proficiency in the use of the computer, Microsoft Office programs.
- Proficiency in working on Oracle and SAP.
- Proficiency in team and individual work.
- Proficiency in developing strategic plans.

● LANGUAGES

- Arabic : Native
- English : Very good