



Majed H. Obaid Alonazi

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LANGUAGE

- Arabic (Native)
- English (Very Good)

REPORTS:

- HR Capital Report.
- AOP Report.
- Audit Matrix Report handling.
- Annual PR Operations.

AWARDS:

- Award for Negotiation Skills in the Pepsi Annual event 2015& 2018 in Riyadh.
- The Best Team Award 2019.
- Achieve Corporate Strategies and Objectives.

EDUCATION



Diploma of Commercial

EXPERIENCE



شركة الدواء للخدمات الطبية المحدودة

2007 - 2012

Customer's complaint Solutions

Managing Potential Products & Services

Accomplishing Results

Communication Care

Promotions Information

Customer Care



Al Jomaih Beverages Company- Saudi Arabia, AL-Khobar
HR and PR Representative

2013 - 2016

Interviews Process

Selecting candidates Process

Follow up with Agencies Overseas & Local

On Bording Prosses

All HR process

OD process

Coordinating induction/ orientation

Payroll process HR-MS

Manage Employees Relations

Formulated Policy



Assistant Public Relations Manager

2016 - Now

Handling Events Activities

Social Responsibilities

Managing Legal Compliance

Managing Rental Contracts

Handling all GR Matters

Licences Processes

Owners Matters

Customer Complains

Brands awareness Initiatives

Enforcement Committee

Risks Management

Payroll process HR-MS

SKILLS



Professional use of computers.

Dealing with Human Resources Systems (HRMS) such as Oracle.

Communication with the external & internal consulates and embassies.

Negotiations skills and strong relations in the Kingdom

TRAINING:



Time Management

Communication skills

Presentation Skills

Basics of VIP Customer services

English Beyond the Basics

Leading an Organization

Making Better Decisions

Managing Remote Employees

Strategic Execution for Managers

Negotiation

Critical Thinking Course

Pinter-est for business