

Meshal Alfawwaz

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PROFILE

Joining a professional work environment to enable me to develop my skills, achieve my goals and contribute in the development of the workplace.

EDUCATION

JAN 2019 – May 2022

Bachelor of Business Administration - Systems Track, Arab Open University

– RIYADH (GPA 3.20 of 4) undergraduate

OCT 2017 – MAY 2018

Diploma in Human Resources Management, Chamber of Commerce –

RIYADH (GPA 95 of 100)

EXPERIENCE

MAY 2017– Present

HR Specialist, Al-Majd Media Network.

- Payroll.
- Medical Insurances and Staff letters.
- Recruitment.

OCT 2012– MAY 2015

Observer, Al-Latifia Contracting Company.

- Field monitoring, also monitoring attendance and departure of project workers.
- Ensuring the progress of work on the site.

SKILLS & LANGUAGE

- Computer use. (Excellent)
- English Language. (Good)
- Write clear reports. (Excellent)
- Read and understand work-related materials. (Very good)

CERTIFICATES

- Diploma in Computer.
- Public relations.
- Electronic archiving and archiving of documents.
- Create and manage websites.
- Office Management.