

# Human Resources Management

## Mohammed Aljassim

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### SUMMARY

Seeking for a related Administrative job help me to acquisition necessary knowledge and skill that will develop self-attainment and develop the department that I will work with to achieve company goals.

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### WORK HISTORY

#### HR Administrative Assistant

For the same owner

(Saudi AAC Block factory)

(Dammam Wire Mesh, Coating & Wire Factory)

(Reliance Steel Industries)

2020/07-Currently

#### HR intern

(Schlumberger Middle East)

11/2019 - 01/2020

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### SKILLS

- Microsoft Application, Word, excel, PowerPoint.
  - Knowledge of HR policies/ Labor law /GOSI/Muqem/Ejar.
  - Administrative Supervision.
  - Employee Relation.
  - Employee Safety.
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### EDUCATION

Institute of Public Administration – Dammam  
(**Diploma: Human Resource Management**)

01-2020

GPA: 3.72 / 5

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### CERTIFICATIONS

- NEST (New Employee Safety Training)
  - SIPP (Schlumberger Injury Prevention Program).
  - Introductions To Business Management.
  - Performance Management.
  - Administrative Supervision.
  - Managing meeting.
  - Administrative coordination.
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All references is available asneed