

Human Resources Management

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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.

WORK HISTORY

HR Administrative Assistant

For the same owner

(Saudi AAC Block factory)

(Dammam Wire Mesh, Coating & Wire Factory)

(Reliance Steel Industries)

2020 - Currently

HR intern

(Schlumberger Middle East)

2019 - 2020

SKILLS

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

EDUCATION

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

2020

GPA: 3.72 / 5

CERTIFICATIONS

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