

ALABDULLATIF, MOHAMMED AHMED

Human Resource (HR)

E-MAIL

Alabdullatif.m7@hotmail.com

PHONE

+966 54 451 3232

ADDRESS

Eastern Province, Kingdom of Saudi Arabia

LINKEDIN PROFILE

<https://www.linkedin.com/in/alabdullatifmohammed/>

SKILLS

- Teamwork and Collaboration
- Time Management
- Prezi Presentation
- Communication
- Microsoft Office
- Adaptability
- Workaholic

LANGUAGES

English

Intermediate

Arabic

Native Language

References

Available upon request

Summary

A motivated person with strong interpersonal skills and a deep desire to help individual people and society as a whole by directly contributing through work.

Education

An Associate Degree of Human Resource Management

Institute of Public Administration | Dammam, Eastern Province.

Sep 2017 – May 2020 | GPA: 4.51 out of 5

Major Courses: Recruitment & Selection, Human Resource Development, Legal systems of Human Resource, Compensation & Benefits, and Performance Management System

Work Experience

Human Resource Officer

SBTC | Dammam, Eastern Province. | *Aug 2020 – Present*

Training

Trainee – Cooperative Training

Al Moajil Group, Personnel | Dammam, Eastern Province.

Mar 2020 – Mar 2020

- Reviewing & making a summary medical
- Checking contracts for new employees and completing their files
- Make forms to request medical insurance for new employees

Certifications & Courses

- **Institute of Public Administration – Ethrai**
 - Legal Aspects of Human Resources | 2020
 - Motivating Employees | 2020
 - Human Resource Planning | 2020
- **Doroob**
 - Introduction to Human Resources Function | 2019
 - Leadership Essentials | 2019
 - Introduction to Strategic Planning for HR | 2019
 - Saudi Labor Law - Worker Rights and Responsibilities | 2020
 - Labor Education according to Saudi Labor Law | 2020
- **Human Resources Development Fund (HRDF)**
 - Communication Protocol in the Work | 2019
 - Communication Skills | 2019
 - Work Stress | 2019
- **Edraak**
 - Emotional Intelligence | 2020