

Eastern province, Saudi Arabia 31921
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Mohammed Alshurfa

Human Resources Management

SOFT SKILLS

- TEAMWORK
- LEADERSHP
- REPORT WRITING
- COMMUNICATION
- MULTI-CULTURAL AWARENESS

COMPUTER SKILLS

- Advanced in Microsoft Office
- Basic knowledge

LANGUAGES

ARABIC	Native
ENGLISH	Advance

COURSES

- Introduction to Human Resources Functions (E-learning)
- Communication Skills at work (E-learning)
- English as Second Language Courses

PROFESSIONAL SUMMARY

To obtain a **Human Resources** position in a challenging environment where I can contribute to the mission, vision, and values of the company and to apply my experience in meeting company's goals.

EXPERIENCE

HUMAN RESOUCES OFFICER (INTERNSHIP)

(March to May 2019)

ARAB OPEN UNIVERSITY, Saudi Arabia

Participated in several tasks such as

- Updating absenteeism, late and sick leave, Vacations records at the end of each month.
- Making weakly reports
- Update employee's information
- Organize, maintain and archive employee records
- Searching for candidates from website, LinkedIn.
- Prepare required papers from the interview
- Organize, maintain and archive employee records

EDUCATION

Associate Degree in Human Resources (Jun 2017 to May 2019)

Institute of public administration-Dammam, Saudi Arabia

GPA 3.36/4.00

English As a Second Language Certificate (Jun 2016 to Dec 2016)

Mesa Community College, Arizona, USA