

Riyadh, Saudi Arabia
Almlqa- Abdullah Bin Shhwin St.
Nationality: Saudi
Marital status: Single
Date of Birth: Jun 03, 1991
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Career Objective A full-time position in an organization where I can demonstrate my technical & communication skills and get more experiences.

Professional Profile

- **Cluster Human Resource specialist, at Alkhayima Hotel, from 20/07/2016 until 01/10/2019.**
 - Preparing or updating employment records related to hiring, transferring, promoting, and terminating
 - Explaining human resources policies, procedures, laws, and standards to new and existing employees
 - Ensuring new hire paperwork is completed and processed
 - Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
 - Addressing any employment relations issues, such as work complaints and harassment allegations
 - Processing all personnel action forms and ensuring proper approval
 - Overseeing the hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

Educations:

- **An Associate degree in Human Resources Management, GPA: 3.67 out of 5.00, from The Institute of Public Administration May 2016.**
- **English Language Intensive Course, from The Institute of Public Administration, Riyadh, from 27/01/2014 till 18/07/2014.**

Main courses:

Recruitment Selection & Employment.

Human Resources Management.

Human Resources Planning.

Human Resources Development.

Rules & Regulations Governing Human Resources

Job Performance Appraisal.

Strengths and skills:

- Native Arabic speaker with excellent English.
- Strong Communications skills (Written and Oral).
- Familiar with all known computer applications e.g. PowerPoint, Excel, & Word.
- Hard-working, goal-driven, comfortable with technology, willing to deal with people from different backgrounds, & eager to learn more.
- Able to switch rapidly between different tasks and assignments.

Reference:

Available upon request.