

# Muhannad Saeed Alzahrani

Human Resource Specialist

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## PROFILE :

Organized , dedicated and ambitious budding professional with excellent attention to detail , I seek permanent development to increase my experience and skills , looking for an opportunity that enables me to integrate my skills and knowledge in Human Resources major .

## EXPERIENCE :

- **JAN 2022 – present | HR Specialist , IBN Khaldun Company**
  - Implementation of advertising plans for vacancies , Differentiate among job applicants, select the most suitable and nominate him to the director, and send a letter of apology and thanks to the rejected ones.
  - Finding solutions to problems that hinder workflow , Coordinating work and distributing job roles among the rest of the employees within the department.
  - Preparing administrative reports and appointment decisions related to those nominated for work, directing employees, organizing work between departments, and sending alerts and notifications to employees.
  - Work on government websites such as Qiwa platform, GOSI, and Madad .
- **FEB 2016 – DEC 2021 | Teacher | AL Nubala Schools company**
  - Develop a quarterly plan for the prescribed curriculum (theoretical and practical) that is balanced with the weeks of the semester, while ensuring that it is followed up.
  - Paying attention to class management and providing an ideal classroom environment for learning, which creates a suitable atmosphere for both the teacher and the student, and ensuring the effective use of the appropriate educational method.
- **JUN 2013 – JAN 2016 | Data Entry | Dar rama company**
  - Recording and saving data, whether in paper files or on computer platforms, in the correct manner, and reviewing the entry process to ensure that there are no errors in the saved data.
  - Preserving and securing the data entered by various protection methods, and it may be necessary to save a full backup copy, making adjustments to the entered data every period according to the nature of the current development in the company, providing easy ways to query this data .

## SKILLS :

- Computer software skills , including Excel , word , multiple HR Systems .
- Solid understanding of Saudi Labor Law .
- Ability to multi-task and manage competing deadlines .
- Ability to work autonomously and part of the broader team .
- The ability to draft letters, correspondence and administrative emails .
- Intermediate in English with a good understanding of reading , listening and conversational comprehension .

## EDUCATION :

- Bachelor of Sciences , King Saud University ( 2011 – 2016 ) .
- Higher Diploma in Human Resource Management , King Saud University ( 2019 – 2021 ) .