

# CV

# Muhannad Mubarak Alzahrani

## “Human Resources Management”

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📍 Khobar, Altahliyah

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### Objective

To secure a challenging position that utilizes my abilities and skills, while allowing me the opportunity to grow professionally. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills.

### Interpersonal Skills

- |                  |               |             |
|------------------|---------------|-------------|
| *Patience        | *Teamwork     | *Teachable  |
| *Management      | *high loyalty | *Creativity |
| *Hardworking     | *Productive   | *Practical  |
| *Problem solving | *Teachable    | *Accuracy   |
| *Industriousness | *Creativity   |             |

### Experience

#### **Employees Affairs Specialist.**

Alshalawi International Company, Khobar.  
Dec-2019 up to present.

- \* Processing employees' resignations, firing, and punishments and conducting exit interviews.
- \* Arranging employees' increments and Editing wages & salaries.
- \* Offering counseling services to employees.
- \* Communicating policies pertaining to Human Resources, compensation and benefits.
- \* Analyzing employees' data to create their profiles.
- \* Liaising between employees and management.

### Education

#### **Associate degree, Human Resources Management.**

Institute of Public Administration, Dammam.

Graduated in May-2019 with GPA 4.44 out of 5.

- **General Goal of Program:**

Prepare students for undertaking management of human resources efficiently in both public and private sectors.

- **Objectives of Program:**

- \* Knowledge of modern management concepts and approaches in human resources management.
- \* Knowledge of rules regulating human resources.
- \* Ability to carry HR management operations.
- \* Ability to utilize human resources technology.
- \* Ability to plan and develop HR in organizations.

- **Duration of Program:**

Two academic years and half, the first year is for English language study and one year and half for major.

### Training

- **Human Resources Internship program.**

Schlumberger Company, Dhahran. 16-May-2019.

- \* Updating employee's records and job assignments daily.
- \* Writing weekly and monthly reports.
- \* Writing internal and external emails.
- \* Worked on Trade Compliance and Customers project.

- **New Employee Safety Training.**

Schlumberger Company, Dhahran 24-Mar-2019.

- **Quality Healthy Safety Environment Training.**

Schlumberger Company, Dhahran 2-Apr-2019.