

# Nawaf Mohamed Alqarni



Address: 4772 – Al-Ajaweed Dist.  
Zip code: Jeddah 22443-7793  
Phone: 056-880-6915  
Email: [alqarni1993@gmail.com](mailto:alqarni1993@gmail.com)  
National ID: 1082418490  
Date of Birth: Aug 5th, 1993  
GOSI Contributor: 396882108

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## CAREER OBJECTIVE

My goal is to exploit what I studied in the IPA in the workplace and take advantage of my work experience to develop my skills to meet the needs of the company's vision.

## EDUCATION

- 05/ 2018
- Diploma in Human Resource Management,  
(Institute of Public Administration)
- GPA: 4.26 OUT OF 5

## EXPERIENCE

HR COORDINATOR,  
AQUAT FOOD INDUSTRIES LTD (AL-BAIK).  
08/2019 – PRESENT.

- CV Management.
- Maintain both files and digital copies of employees' records.
- Create and publish job ads on TAQAT.
- Add a new employee in SAP database.
- Assist with the recruitment process by identifying candidates, performing. reference checks and issuing employment contracts.
- Schedule meetings, interviews, HR events and maintain agendas.
- Interview candidates (via phone, in-person).

## TRAINING

- I trained at Al-Thagher Hospital (HR COOP Training).
- Master Microsoft Excel 2013 (Online Courses Dorooob).
- Introduction to strategic HR planning (Online Courses Dorooob).

## SKILLS

- Communication & Interpersonal
- Skills Cooperation/Teamwork
- Ability to Work Under Pressure
- Fluent in Microsoft Word, Excel, Outlook.
- Flexible
- Hard worker

## LANGUAGES

- ARABIC: NATIVE
- ENGLISH: INTERMEDIATE