

Raad Abdullah Alsehri

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PROFILE

I am seeking to work a long-term job with an organization which provides promising career advancement and develop myself and gain new skills and take advantage of what I studied and achieve the goals and vision of the organization correctly.

EDUCATION

Jan 20 – OCT 18

Diploma Degree Human Resource, Institute of Public Administration-RIYADH

- GPA 4.07 of 5

EXPERIENCE

Feb16/2019 – Until now

Riyadh Polytechnic Institute, Administrative Assistant

- Work on reports, letters, Interviews, send emails, attend meetings, answering the calls
- Work and help the department and corporate with other agenda.
- Supervising about the website and coordinator with programmer
- Archiving files and organized them.

OCT25/2018 – Jan15/2019

Volunteer, King Salman Center for Distality and Research

- Work in HR department like, interviews, accepts the excuses, send emails to the other employees.
- Work on contracts and organized them on excel office
- Announcement about the jobs and search for excellent candidate
- Arrange CVs and contact candidates then make interviews and chose the best candidate
- Contact and coordinate with health centers to make examinations for employees

Mar03/2018 – Jun25/2018

Field Training - Al Faisaliah Medical Group

- Training How to recruit, select, and assign and training in personal interviews
- Training in dealing with employees, training on time attendance and monitoring of delay and absence
- Sending files via email, following up and supervising them

SKILLS & LANGUAGE

- Use computer and MS office
- Speak in English
- Work under pressure
- Corporate with the team
- Commitment in Time
- Good listening and problem solving