



# Riyadh Mohammed Asiri

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Jeddah, Saudi Arabia 📍

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I studied at the Institute of Public Administration for two and a half years. The first year was the English Language year and my GPA was 4.3/5. In the remaining part, I studied Human Resources Management for one year and a half as I successfully passed with GPA 5/5.

## EDUCATION

- Diploma in Human Resources Management.**  
Institute of Public Administration. "IPA"  
09/2017 - 02/2020 GPA: 5/5

## WORK EXPERIENCE

- Human Resources Specialist.**  
Fakieh group.  
03/2020 - 06/2020 Jeddah, Saudi Arabia.  
  - Tasks
  - Working on Health insurance affairs "BUPA company".
  - Working in Recruitment.
  - Working in employee's affairs.
- Training Program.**  
King Faisal Specialist Hospital and Research Center.  
11/2019 - 01/2020 Jeddah, Saudi Arabia.  
  - Tasks
  - Adding eligible dependents for medical coverage.
  - Signing contracts with new-hired Saudi employees.
  - Adding employees to GOSI.
  - Auditing the work of other employees with the acting head of the department at that time Miss. Ghadeer Al-Sarraf.
- Training Program.**  
Saudi Modern Food Factory (BASAMH)  
07/2019 - 08/2019 Jeddah, Saudi Arabia.  
  - Tasks
  - Listening to 25 courses and summarizing them at Word application.

## SKILLS

- 1-Fluency in English.
- 2-Using Microsoft apps effectively.
- 3-Team worker.
- 4-Fast Learner.
- 5- Critical Thinking.

## PERSONAL PROJECTS

Project Name

## CERTIFICATES

Fundamentals of Human Resources Management (04/2020 - 04/2020)

*The course duration was five days. I took this course from Noor business academy.*

English Speaking certificate. From Cambly Application. (01/2020)

*I spent 100 hours of online video calls with English native speakers from multiple nationalities "US, UK, Australia".*

Data Entry and context Fixing course. From Al-Khaleej Institute. (09/2018 - 03/2019)

*Course duration was six months. From 16\09\2018 to 12\03\2019. I managed to pass it with result 94\100.*

English Diploma Certificate from Institute of Public Administration. (09/2017 - 05/2018)

*My GPA was 4.3\5*

## ACHIEVEMENTS

Achievement Name

## LANGUAGES

English  
*Full Professional. 4\5*

Arabic  
*Native Speaker. 5\5*

## INTERESTS

- 1-Travelling
- 2-Jogging.
- 3-Cycling.
- 4-Reading.
- 5-Self-Development.