



Sajjad Almadhry

CONTACT

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 Saudi

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SKILLS

- Bilingual (English: Very good, Arabic: native).
- Expert in Microsoft Office.
- Typing.
- Adobe Photoshop.
- Adobe Illustrator.
- Communication.
- Decision Making.
- Time Management.
- Easily Adaptable.
- Teamwork.
- Self Confidence.
- Self-learning.

OBJECTIVE

To obtain a demanding position in the field of executive secretary in order to develop my communication, teamwork, leadership, critical thinking, professionalism, and technology skills.

EDUCATION & TRAINING

INSTITUTE OF PUBLIC ADMINISTRATION

2020

Diploma in Executive Secretary

GPA: 4.50 out of 5

INTERNSHIP TRAINING

Alansari Holding Co.

EXPERIENCE

ALANSARI HOLDING CO.

2020 – present

HR Coordinator (Saudization Dep.)

- Coordinate and delegate the task to the appropriate person of the team.
- Update and keep employee records in check.
- Assisting in the recruitment and interview processes.
- Maintain the HR team's calendar (schedule meetings, interviews, HR events etc.)
- Administering various employee benefits programs, such as group insurance, long-term disability, pensions, and profit sharing.
- Working on Hadaf (Employment Support program).
- Working on Mudad platform.
- Working on Social security system.
- Preparing Weekly reports.

COURSES

- Summer Student program (A), Saudi Aramco English Courses, 2014.
- Report preparation, institute of Public Administration, how to write a professional report, October 2018.

VOLUNTEER

- Volunteer, Righteousness of parent's day, March 2014.
- Celebration of AL-Dhokla in Qatif, Summer 2013.
- Volunteer, Social Development Committee in Hilla Mahish, Summer 2014.