

Alwaleed Alhadari

CONTACT

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OBJECTIVE

- Seeking a position in Administrative field / HR where extensive experience will be further developed and gained.

WORK EXPERIENCE

Arabian Oud

Jan 2019 — Present

Salesman

- Performed general store duties , administrative tasks and employees attendance / performance.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.

Saudi Building Technic Maintenance

Feb 2015 — Feb 2016

Clerk

- Administered daily basis functions.
- Managed payroll/attendance function for all employees on site at the project
- Prepared reports in weekly basis of all project progress to the Head office.

EDUCATION

Diploma in HR

2020 — 2021

King Saud University

- Obtained the Diploma degree with GPA 3.81

Bs in Biology

2012 — 2016

Shaqra University

- Obtained the Bachelor Degree in the filed: Biology - Track General Biology

CERTIFICATES

- Freelancing Practitioner Certificate in Talent Acquisition - The Ministry of HRSD

TRAINING COURSES

- Introduction to Strategic Planning of Human Resources.
- Training into Skills of Human Resources Specialist.
- Introduction to Human Resources Duties.
- Human Resources Planning Course.

REFERENCES

- Available upon request