

Saad Mansour ALmousa

Contact

Address:

Riyadh - Tuwaiq District

Phone:

0533483788

Email:

Saad.almosa20@gmail.com

Languages

English

Summary

Seeking to develop my practical skills described in the job in which you work, by developing work skills in technology Networking and Human Resources as Recruiter I want to get a job to develop I will work with it and make the best results to progress and upgrade and interact with developments to reach maximum discrimination.

Skill Highlights

- Project management
- Strong decision maker
- problem solving
- Time Management
- Adaptability
- Felexability
- Innovative
- Service-focused
- Skills
- Microsoft Office.
- Recruitment.
- Communication .

Experience

Recruitment Officer & Saudization - 03/2021 to Until now



- Sourcing potential candidates through online channels (such as linkedin ,Bayt.com, and social media,Etc) and choose the most suitable applicants with the department management.
- Screening resumes and applications for stability and conducting initial screening
- interviews ,telephone and personal hiring process.
- Forwarding the collected CVs to the concerned departments heads for evaluation and interviews.
- Arranges interviews with candidate and line manager.
- Coordinating the hiring process end-to-end.
- Ensuring that all vacancies are filled with suitable candidates.
- Issuing Job Offer for the new hires.
- Completing new employee onboarding process.
- working on oracle system

Education

Majmaah University, Diploma in Computer Science Networking
- 2020

Certifications

Training course in cyber security and information crimes