

Meshary Mashi Alnezi

*HR*

Coordinator



### Personal Information:

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### Objective

To work in an organization, where innovation and excellence is the way of life, where my full potential can be explored and which offers ample scope for development.

### Education certifications:

- Diploma from institute of Public Administration in HR (4.19)
- Seven levels in English from Alzaraqa institute.

### Experiences:

- Have been worked Hr coordinator from 1/02/2017 to 31/5/2020 at MEDISERV company
- Use Gosi system (add new employee, delete and update.
- Manage & archive files of employees.
- Create a file for new employee.
- Print speeches.

### Skills:

- Knowledge of Saudi Labor Law.
- Use computer (excel, word and PowerPoint).
- Speak English and write well.
- Communication skill.
- Work as team