



MR. MOHAMMAD MUSSA AL NQIDAN HR Coordinator

PROFILE

My goal to join a provisional work environment and exchange of experiences , That's I have experiences in recruitment processes , Data Entry and processing and working with employees as per the labor laws

CONTACT

PHONE:

0566609963

From : Qassim (Buraidah)

Birthdate : 04/07/1996

EMAIL:

Mm.1116@hotmail.com

EDUCATION

Al Qasim University

Diploma In Human Recourse Management (HR) For 2 Years

GPA 4.48 of 5 Second Class Honors

Graduate : 17-05-2018

WORK EXPERIENCE

Saudi Hyper Market (Carrefour)

From 16-04-2019 till now

Working as HR Coordinator , assistant HR Manager And Government relation

COURSES

- 1- A training course in stress management skills
- 2- Executive secretarial raining course 20 Hs
- 3- PMB from PMI (Project Management professional)
- 4- KET (Key English Test) From Cambridge English Entry 2

SKILLS

- 1- Interested in in recruitment processes
- 2- Computer proficiency (Excel - Word - PowerPoint
- 3- Time Management
- 4- Data Entry and processing
- 5- Team Work
- 6- Planning and organizing
- 7- Speaking writing Reading in English (High level)