

Majed Nasser al-khodhairi

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OBJECTIVES

To obtain a position culminates full use of my expertise and abilities with opportunities to grasp new skills in fields relating to management.

EDUCATION

Diploma of executive secretary from institute of public administration (dammam)

EXPERIENCE

Director of the printing press secretary at | (Dar Alyaum for the printing and publishing.

Since JANUARY UNTIL SEPTEMBER 2008.



Secretary at | SAUDI ELCTRICTY Company.

Since October 2008 until Aug. 2012.



Secretary and Administrative Assistant at |Human Resource Departments Found (HRDF) .

Since Aug. 2012 until June 2015.



SKILLS:

- Able in any environment.
- The ability to work and cooperate with everyone, or within a team.
- The ability of self-development.

- Research & development.
- Proficiency in dealing with clients and the public relations.
- good knowledge in Microsoft program (word, excel, PowerPoint, access, outlook)
- Fluent and speed in typing in Arabic and English.
- Managing offices and meetings.
- Team leading.
- Very good knowledge in Successfactor "SAP".
- Working on articulate.

TASKS:

- **Handling telephone calls** Receive calls, conversion and prepare an address book and follow-up "Call Back".
- **Preparing correspondence** | Write letters, coordinating and sent and make sure they arrive.
- **Organizing meetings** | Booking halls and invite guests and arrange Food & Beverage and prepare minutes of the meeting.
- **Scheduling manager appointments** | Scheduling appointments and special visits and receiving visitors and customers.
- **arrange travels** | arrange of the reservations and tickets.
- **Organizing the archives** | Save, classification and coding and retrieval files on demand.
- **Follow up the Administration's work** | Determines the topics that need to Follow up, follow-up file seen daily.
- **Use of computer applications** | Data processing and texts, design slides and set up dates.
- **Reports and Statistics** | Prepare quarterly reports and annual for Recruitments and vocational guidance.
- **functional interviews** |
 - Receive applications for vacancies.
 - Presented it to job seekers and sorting and Prepare lists of candidates.
 - Set a date for the personal interviews.
- **Summer Program coordinator - 2014** |
 - Communicate with companies to persuade them to participate and to influence them to register for the summer training program.
 - We have been able to provide 343 training opportunity in institutes.
 - We have been able to provide 276 training opportunities in companies
- **Charge of complaints of call center**

- SABIC national project for saudization contractors jobs.



**Senior employee services representative |John Hopkins Aramco Healthcare -
Human Resource Departments**
From July 2015 until now.

as following role:

- Senior employee services representative – on boarding team.

Since July 2015 until December 2016.

- Senior employee services representative – team leader of ID/ security team.

Starting from the conversion start date “January 2017” until January 2018. During that time we convert around 2700 employee from Aramco to JHAH.

- Advance employee services representative – Locum recruiter.

Starting from October 2018 I moved to talent management department and starting working on training and development programs.

In the same time I start to work as a Physician recruiting "Locum"

Courses :

- Problem Solving at THE LEADERSHIP CENTER (Aramco).
- Introduction to The Leadership Challenge THE LEADERSHIP CENTER (Aramco).
- 6 critical practices for leading a team at JHAH.
- Now I am working on my CIPD level 5.

