


AL-BANDERI AL-BADER

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EXPERIENC

- Cameron Al-Rushaid 2020 -2021 
HR& Admin assist
 - Preparing offers and contracts
 - Prepare the new employees' files and give them all the necessary tools
 - Assisted in the process for hiring new employees.
 - Scheduled job interviews and contact candidates as needed.
 - Maintaining and updating new hires files and documents.
 - Developed a tracking sheet to administer new hires qualification and hiring process status.
 - Uploaded the new hires information in the system.

- King Abdulaziz Center for World Culture (Ithra) 
Volunteer

- 12Elementary School
Internship



EDUCATIO

- Diploma in Secretarial and office Management. 2015 - 2016
Specialized Institute of Science and Technology Higher



Course

- English Course Level 5
- HR introduction
- HR Management
- Principles of HR Management



STATEMEN

Human Resources Officer with 1 years of experience. Assisted with the administration of HR for a Oil & Gas company. Possess a Diploma in Secretarial and office Management.

I'm looking for an entry-level administration position to utilize high-level communication skills, leadership abilities, clerical skills, and to improve my working knowledge and my Skill



SKILL

Microsoft Office	<div style="width: 100%;"></div>
Team work	<div style="width: 100%;"></div>
Communication	<div style="width: 100%;"></div>



Languages

Arabic	<div style="width: 100%;"></div>
English	<div style="width: 90%;"></div>



References

upon request.