

# Mohammed Alshurfa

## Details

Eastern Province

Saudi Arabia

0549903289

[mohammed.m.alshurfa@gmail.com](mailto:mohammed.m.alshurfa@gmail.com)

## Skills

Good time management

Ability to Work in a Team

Report Writing

Communication Skills

Cultural Awareness

## Languages

Arabic

English

## Professional Summary

To obtain an Administrator position in a challenging environment where I can contribute to the mission, vision, and values of the company and apply my experience in meeting the company's goals.

## Experience

### HR assistant, Arab Open University, Dammam

FEBRUARY 2019 – JUNE 2019

Updating absenteeism, late and sick leave, Vacation records at the end of each month.

Making weakly reports

Update employee's information (Physical and digital)

Organize, maintain and archive employee records

Searching for candidates from the website, Linked In.

Answering incoming calls

Perform any other duties assigned by my supervisor

## Education

### Human Resources Managment, Institute of Public Administration, Dammam

JANUARY 2017 – MAY 2019

### English As a Second Language Certificate, Mesa Community College,- Arizona, USA

JANUARY 2016 – DECEMBER 2016

## Courses

### Social Insurance

FEBRUARY 2021

### Microsoft Excel

JANUARY 2021

### Labor Education according to Saudi Labor Law

DECEMBER 2020

### Introduction in the Information Technology

JANUARY 2020

### Introduction to Human Resources Functions

JULY 2019