




AHMAD ALWAKEEL

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OBJECTIVE

Seeking an occupation in the field of Human Resource Management to utilize my knowledge to create effective work environment.



EDUCATION

Bachelor of Human Resource Management | Western Kentucky University

GRADUATED: MAY 2020

GPA 3.43/4.0

Diploma in the field of Marketing | College of Technology, Dammam

GRADUATED: SEPTEMBER 2005



EXPERIENCE

Aldarwish, Est | Personnel Manager

SEPTEMBER ,2020 – PRESENT

- Responsible for administrative works such as recruitment, managing wages and salaries, job evaluation and employee contracts.

Administrative Assistant | Gulf Gaihab International

2007 – 2013

- Managing office tasks
- Preparing reports and documents for meetings
- Develop and maintain filing system.

Booking Coordinator | Alshafai Travel Agency

2005 – 2007

- Promoting and marketing the business.
- Managing and making travel arrangements such as booking tickets, hotels, and transportation.
- Dealing with customer queries and complaints



SKILLS

- Managing time wisely
- Communication and coordination
- Strategic planning
- Teamwork
- Microsoft Office applications