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## Ahmed Yousef Al Herair

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**Objective** To find challenging job in the field of management and business administration.

**skills**

- Management and supervision skills.
- Strong communication skills and ability to establish connections.
- Excellent written and oral English language skills.
- Team player.
- Presentation skills.
- Ability to work under pressure.
- Welcome the challenge of solving problems and handling complains.
- Computer Skills: Windows, Office, Outlook, M.S Project and the Internet.

**Education**

22/07/2008 – 22/09/2009 **B.Sc. of Business Administration**  
– Cambridge college -  
09/09/2006 – 14/05/2008 Diploma of Business Administration  
– Jeddah International Center -

**Training & Courses**

May, 2014: General English Plus course from LILA\* Institute, Liverpool, UK.

Feb, 2013: Professional Human Resource Manager (PHRM) from International Institute of Professional Management, Cairo Egypt.

Jan, 2013: Professional Creative Trainer from No.1 Center training & consulting.

October, 2010: One Minute Management course for 5 hours with Dar Al-Ruaa.

Oct, 2010: Decision Making course for 5 hours with Dar Al-Ruaa.

Apr, 2010: Skills in Management & Leadership course -3 days (15 hours) with Arab Culture Center.

Feb, 2007: Executive Secretary course for 15 hours with Jeddah Int'l Training Institute in Dammam.

2004, 2005: 2 Training courses with Prince Mohamed Ben Fahad Program on Management Skills and Computer Applications.

From 12 to 27 February 2016 completed training course of Human Resources Management (HRM) from Takween Training center approved by Ministry of Labour and Social Development ,kingdom of Bahrain

## **Experience**

Abdullah A. Al-Khodari Sons Co. (HR Department)

(1/1/2014 – 30/11/2016) Recruitment Supervisor

Duties & Responsibilities

1. To carry on the corporate recruitment plan.
2. Handling of key recruitment functions:
  - a. Screening candidate.
  - b. Interviewing.
  - c. Reference checking.
3. Records managements.

Abdullah A. Al-Khodari Sons Co. (Personnel Dept.)

(21/12/2005 – 31/12/2013) Admin Coordinator & PA, CEO Office.

Duties & Responsibilities

1. Coordinate work plane with the other departments.
2. Giving a daily report about the daily tasks.
3. In-charge of receiving and releasing documents.
4. Computer secretarial tasks.
5. Receiving phone calls.
6. Organizing and chairing meetings.
7. Coordinate work plane with the other departments.
8. Event coordinator .
9. Perform any other duties that may be assigned by the CEO.

## **Languages**

Arabic (mother tongue).

English (Excellent).

## **Personal Information**

- Marital Status: Single
- Nationality: Saudi
- Religion : Muslim
- Date of Birth: 15-12-1984

## **References**

Available upon request