

Abdullah Jumah Alhumaid
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Objective:

I am a fresh graduate of Human Resources Management and looking for an organization that seeks to develop its employees for developing myself by applying my Knowledge and skills, in a teamwork environment.

Education:

- Institute of Public Administration, In Dammam Sep 2018 – Dec 2020
 - Human Resources Diploma
 - GPA: 4,48 of 5

Experiences:

- Saudi Aramco Jan 2021 – Mar 2021
- Internship, in Recruitment Group of UR Division (6 weeks)
 - Handling Saudi & Contract recruitment.
 - Coordinator with departments & candidates
 - SMP tracing (for renew contract)
- Saudi Standards, Metrology, and Quality Org, In Dammam Oct 2020 - Dec 2020
- Internship, In Business Support Department (10 weeks)
 - I trained on monthly, semi-annual and annual reports.
 - I trained on training and development programs for employees.
 - I trained on risks and opportunities record for this year.
 - I trained on performance appraisal.
- JarireBook Store, In Dammam Jun 2018 - Aug 2018 (Part-Time 3 months)
 - Salesman, Electronic Devices
 - Help the customers to buy the thing they need and arrange our section.

Courses:

- Labor Education according to Saudi Labor Law, from Doroob Nov 2020
- Time Management, from Ethrai Aug 2019
- Recruitment and Selection, from Ethrai Jun 2019
- Human Resource planning, form Ethrai May 2019
- English Language, from Institute of Public Administration Sep 2018 - May 2021
 - I studied 4 levels of English language in 8 months, every 2 months 1 level.

Language:

- Arabic (Native)
- English (Very good)

Skills:

- Microsoft Office skills (Excel, Word, PowerPoint)
- Time Management
- Teamwork
- Problem solving
- Communication skills
- Organizational skills