

# MOHAMMAD ALALAWI

## OFFICE MANAGEMENT

### PERSONAL HISTORY

I have been a HR officer in Anabeeb as a trainer (coop) for 4 months and I worked as Project coordinator from March 2022 - Present

### TALENTS & SKILLS

- Excellent knowledge MS Office programs and mail
- Excellent knowledge of recruitment responsibilities
- Excellent communication skills

### CONTACT INFORMATION

Phone: +966540306197  
Email: mohhhmmm@hotmail.com  
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### PERSONAL INTERESTS

- Traveling, Swimming and football.
- Reading, writing books.

### CAREER HISTORY

#### 1- HR officer (coop)

Arabian Pipeline (Anabeeb) | June 2021 - October 2021

Job responsibilities:

- Prepare and attend interviews with saudy and non-saudy who have degrees and experience that make them recruit able.
- Receive daily list of absents and have a meeting with employees before taking actions.

#### 2- Administrative Coordinator

Astron Group from March - May 2022

Job responsibilities :

Third party Inspection coordinator between Clint and vender.

#### 3- Project Support Coordinator (Secretary)

Job Responsibilities:

Ensure compliance of revelant safety, quality and environmental management procedures controls.

Utilitiz resources effectively to achieve objectives within efficient cost and time.

Enter all invoices and other informations in system (SMP).

### ACADEMIC BACKGROUND

#### Jubail Industrial College

Associate degree (high diploma) in Office Management(3,18 GPA)  
Graduated October 2021.