

MOHAMMAD ALALAWI

OFFICE MANAGEMENT

PERSONAL HISTORY

I have been a HR officer in Anabeeb as a trainer (coop) for 4 months- fresh graduate student.

TALENTS & SKILLS

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

CONTACT INFORMATION

Phone: +966540306197
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PERSONAL INTERESTS

- Traveling, Swimming, Hiking
- Reading, writing books

CAREER HISTORY

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.
- Prepare certificates for our employees(adjustments, salary, exit, appreciation...etc)
- Dealing with non-saudy who we need to recruit for our projects

ACADEMIC BACKGROUND

Jubail Industrial College

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