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## **MOUSTAFA A. ALAWAMI**

**Date of Birth:** June 02, 1985

**Nationality:** Saudi

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**Mobile# (I)** 054-076-3321 ♦ **Mobile# (II)** 050-582-9142 ♦ **E-Mail:** moustafa.alawami@live.com

### **Career Objective**

Business IT graduate eager to bring motivation and high-quality services to the workplace, where I can utilize my very well developed organizational, multi-tasking, creative, and team-oriented skills to further the company's success, as well as lead to my own professional growth. Work experience and teamwork during undergraduate studies have shown strengths in problem solving, leadership, and ability to work with peers to deliver high-quality results. Easily adapts to changes, excited to learn and expand capabilities. Recognized by instructors as an individual who is highly motivated and is a strong leader who implements cohesive team-building strategies that guarantee results. Excellent verbal and written communication skills.

### **Education**

**Bachelor of Business Administration**  
**Western Michigan University**, Haworth College of Business  
Major: **Computer Information Systems**  
Minor: **Business Intelligence**

Graduation: **April 2012**  
Kalamazoo, MI  
**GPA: 3.08/4.0**

### **Work Experience**

- **HR Coordinator & Sr. Administrative Assistant (FeedCo)** **July 2020 – Present**  
**(Dammam, Saudi Arabia)**

I Create and submit reports to senior management throughout the company, in addition to coordinate and delegate the tasks to the appropriate person of the team in various departments. Formulating methods to improve employment policies, processes and practices as well as recommending changes to management.

- **IT Communication & Public Relations officer (ELI Group)** **July 2018 – May 2020**  
**(Khobar, Saudi Arabia)**

I developed effective corporate communication strategies, in addition to managing internal communications (memos, newsletters, etc), drafting content for the company website, and collaborate with the Marketing Department professionals to produce copy for advertisements or articles to publish.

- **Project Coordinator I (Enpro Saudi Arabia Ltd)** **March 2014 - June 2018**  
**(Dammam, Saudi Arabia)**

I Provide support for several execution leads within the Digital Optimized Assets (DOA) program team for all project phases to ensure effective development, execution and handover to operations of project deliverables and support the implementation and sustainment of project management system – including project management of change process, schedule, cost performance tracking , and ensuring the source forecast hours estimates are current.

- **Business Systems Analyst (JAL International)** **Oct 2012 – Feb 2014**  
**(Dhahran, Saudi Arabia)**

Ensuring that the service production line flows without incident. In case in the event of a problem, I diagnose and fix the issues and I inform the necessary parties about any resulting changes.

### **Technical Proficiencies**

- VB.NET
- Data Entry
- **XML**
- **SAP**
- E-Commerce Relational Database Design
- Full Life Cycle Development
- **Microsoft Office (Excel, Outlook, Project, Visio, Access, and more)**
- Operating Systems (MS Windows NT/2000-Windows 10, Linux, and Apple OS X)

### **Personal skills include:**

- Maintaining a positive attitude—feeling good about myself, maintaining high ethical standards, showing initiative and interest
- Being responsible—organizing my work site, setting goals and priorities, following through, accepting responsibility
- Being adaptable—working alone or on a team, accepting change, managing several projects at the same time
- Learning continuously—knowing my strengths and where I need improvement, using learning opportunities, planning for and achieving goals.

### **Teamwork skills include:**

- Working with others—getting along, being supportive, respecting differences
- Participating in projects and tasks—doing my part, being timely, initiating, planning, and coaching.

### **Fundamental skills include:**

- Communicating—reading and understanding information, writing, speaking, listening, questioning, negotiating, using technology effectively
- Managing information—following directions, maintaining records, organizing information
- Using numbers—counting, calculating, measuring, estimating, budgeting
- Thinking and problem-solving—assessing situations, identifying problems and solutions, investigating, analyzing, innovating.

### **Languages Proficiencies**

- **English**
- **Arabic**

# Western Michigan University



*Upon the recommendation of the faculty and by the authority  
of the Board of Trustees, Western Michigan University  
has conferred upon*

**Moustafa Ahmed Alawami**

*the degree of*

**Bachelor of Business Administration**

*with all the rights and honors pertaining thereto.*

*Given at Kalamazoo, in the State of Michigan, this  
28th day of April, 2012.*

*John M. Alcorn*

President

*Debbie A. Foster*

Secretary, Board of Trustees

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السيد/ مصطفى احمد إبراهيم العوامي

## قد أكمل/ت ورشة عمل بعنوان

أخلاقيات العمل ومدخل للثقافة العمالية Work Ethics & Introduction on Labor Law

بتاريخ 2020/10/12



ختم مركز طاقات

مسؤول التدريب والتطوير بمركز طاقات (الدمام)  
عبدالعزیز بن عبدالله الہدی

التوقيع

الرقم التسلسلي

AH-DA8253473

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