

Affnan Almutaiwea

Personal Information

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Languages

Arabic

Fluent

English

Advanced

Courses

- English
- Computer
- Management
- Professional communication

Hobbies

- Reading
- Volunteer
- Translating
- Learn new skills

Objective:

To use my managerial, problem-solving, and communication skills in Team leadership, Human Resource, translating and arrange meetings with other departments to discuss the company's matters. Support all department to make reports throughout Microsoft Office, and many other programs.

Education:

2010 – 2014 Jubail University College (JUC)
Bachelor of English languages

Experience

Choosing Future for Information Technology

HR Assistant | Translator | Executive Secretary

I worked for SIFT for four months in the above job roles. Dealing with the SIFT internal system for human resources purposes, mainly entering employee records and assisting in the payroll processing. Translating the company's documents, records, contracts and the law of labor for the foreign employees. Scheduling appointments, writing correspondence, emailing, receiving calls and translating CEO documents as an executive secretary.

KIMS Suncity Co Ltd. Polyclinic

HR | Translator | Recruitment Assistant

I worked for KIMS for one year in the above job roles. Assisting HR managers with recruitment, public relations and employees affairs, In translation, I translated medical documents, reports, books, website. Additionally, I worked with medical insurance records and did some administrative work on behalf of the clients.

Jubail High Rise Hotel

Accountant | HR Assistant

I worked as an accountant at Jubail High Rise for half a year. Assisting finance manager for month end closing. Assist with the business decisions and performance monitoring on excel program and other programs.

Royal Commission in Jubail & Yanbu

Trainee | Translator

I worked for 4 months as a translator for many departments, I supported my team to translate documents and reports, did some HR work, and was responsible for email communication.

Skills:

- Microsoft Office
- Administrations
- Communication
- Translator
- Fast learner
- HROMS

Certification:

International Computer Driving License for – ICDL
Microsoft office