

CV Mosa A. Al-Saleem

Citizenship : Saudi ▪ Date of birth : oct. 05, 1985

Contact

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Profile

Objective: Seeking for a position within the HR, Personnel or Administrative possibly.

Availability: 1 Month after agreement.

Education

2006 to 2008 2-years-**Diploma in Study** / administration offices / Office Management
School Name: Technical College, AL-Ahsa, Saudi Arabia

Work Experience 2009-2020

Middle East Resources Company / DMM

Adminassistant

Jan 2018- jan2020

- Follow-up government certificates
- Work on the software to create the purchase order
- Work on the program of attendance and departure
- Follow up the needs of the management, factory and workers
- Coordination on receipt and delivery of goods
- Follow-up alarms and firefighting equipment and make sure of their safety
- Follow-up documents and upload to renew
- Monitor the attendance and departure of workers inside the factory and the violation of the lifting and absence
- Maintaining records and follow-up for workers

Meshraf Real Estate Development Co / DMM

Oct 2013- May2017

Employee HR

- Letter Writing For Staff
- Follow-up documents and transactions Official
- Work and follow-up of electronic transactions – Muqem -Electronic services for Facilities-Tamm- Passports – General Organization for Social Insurance
- Work on documents issued to renew - medical insurance, vehicles
- Official processing documents
- Work on staff contracts
- Work on the issuance of special models of the company
- Complete personnel files and archiving
- new personnel files and it's personnel actions
- Meet the needs of the office and staff accommodation for workers
- Assist employees administratively to complete their routine work.
- Travel booked Tickets and Coordinate Hotels

**Riyadh Development Company
Executive Secretary (Finance)**

Jan2010-Sep2013

- Coordination and preparation meetings
- Letter Writing
- Administrative Support
- Responding to phone calls
- Archiving electronic files
- Traditional archiving files
- Follow-up financial transactions with banks
- Complete data and review
- Review documents and checks before release
- Revision banks
- Audit of the financial extracts

Additional commissioning gesture Communications Management

For three months

- Receipt and delivery of official communications
- Parcels and internal and external redirected
- Internal and external communications
- Redirect to the official recipients of His expulsion
- Conservation incoming and outgoing

**Rashed & Mangour Contracting and Trading Company
Limited is responsible - Riyadh**

Secretary, Deputy Director General

Jun 2009–Jan2010

- Writing letters and guidance to the Government / guidance to institutions Branches
- Preparation of documents - Workers - cars -almnaqsat out to delegate
- Coordination meetings for job interviews
- Receipt of bounced checks from the Arab Bank
- The receipt of all company petrol cards, oils

Key Skills

- ERP- purchases Order
- EPECS- HR Pay Roll
- Secretarial and Office Management duties as working experience.
- Professional working in Microsoft Programs (Word, Excel, Access and Outlook).
- Professional keyboarding in English and Arabic Languages at speed 50 WPM.
- Working familiarly with all office automations.
- Experience in finance statement and chart analyses.
- Calculate and inputting the data program to the computer device when needed.
- Ability to prepare researches, reports and Statistical reports.
- Ability to manage conflict and stress.

Languages

Arabic (native)

English (good)

Activities and Interests

Automobile

Cars in general, sports Run Athletics