

## OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## WORK EXPERIENCE:

- **(2021-Present) Working at Falcon Security Guard as Project Coordinator – SRACO Co.**
  - Doing monthly security timesheet
  - Recruitment
  - Interview appointments
  - Securities termination Warnings, and penalties procedures
  - Management cash warrant
  - Submit management and employee requests to Oracle
  
- **(2018-2019) Work at Saudi Darkov Medical Center as:**

### **Potion Relation Coordinator.**

Welcoming clint, taking an appointment, answer phone call.

### **Coordinator of Human Resources.**

- Doing daily time sheet.
  - Daily fingerprint.
  - Monthly salary,
  - Reports recruitment.
  - Employee training & development.
  - Compensation and Benefits.
  - Employee performance management.
  - Managerial relations.
  - Labor relations.
  - Vacation & Time Sheet.
  - Employee Contracts.
  - Employee Issues.
- and all things that related to employee.

## EDUCATION:

2016 Arab Open University–Dammam

B.A. Degree in Business Studies–Systems Track, GPA 2.59

## COURSES:

Organizers:	Programs:
University of CAMBRIDGE ESOL Examinations (CANADA)	International English Language Testeing system
—ZONI PACIFIC GLOBAL LANGUG CENTER (CANADA)	ESLIntensive program
ILAC INTERNATIONAL LANGUGE ACADMY of CANADA (CANADA)	ENGLISH COURES AT THE high _intermedia II level
ILAC INTERNATIONAL LANGUGE ACADMY of CANADA (CANADA)	ENGLISH COURES AT pre_Acadmic I level
ROYAL ROADS UNIVERSITY (CANADA)	UBP coures
UNIVERSITY OF VICTORIA (CANADA)	ENGLISH LANGUGe at level 411A INTENSIVE .ENGLISH LANGUGE PROGRAM
GLOBAL VILLAGE ENGLISH (CANADA)	ENGLISH LANGUAGE COURES

## TECHNICAL SKILLS:

- Fluent in English & Arabic languages.
- Professional working with Microsoft Office
- interested with Volunteer’s jobs

## PERSONAL BACKGROUND:

NATIONALITY: Saudi

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**MARITAL STATUS: Married**