

Ahmed Quraish

Human Resources

Contact

Address

Saudi Arabia

Phone

0540681661

E-mail

ahmed7quraish@gmail.com

Skills

Creative Thinking.

Able to work under pressure.

Fast Learner.

Strong Organization and
Communication skills.

Proficient in Microsoft Office.

Detail-oriented.

Time management.

Professionals in Human
Resources Association.

Recruitment strategies.

Software

Word.

Excel.

PowerPoint

Highly motivated fresh Human Resources Management graduate looking for a challenging career and to be a member of growing organization that gives an opportunity to improve my knowledge and utilize my skills for the growth of the organization.

Experience

2019-11 - **Human Resource Coordinator**

2020-01 *Khusheim for Industrial Equipment Co.*

- Writing HR letters such as (Salary letters, Employment letter and Warning letters).
- Using Database Trio system.
- Righting e-mails.
- Arranging File paper based employees' document.
- Create and cancel Health insurance for the employees.

Education

Associate Degree : Human Resource Management

Institute of Public Administration - Dammam

- Graduated with 3.9/5 GPA

Coursework

Human Resources Introduction.

Human Resource Information System.

Strategic Human Resource Planning.

Human Resource Development.

Recruitment and Selection.

Languages

ARABIC

Native

ENGLISH

Superior