



Mansour Alkhatran

ADMINISTRATION & HR

ABOUT

Skillful and dedicated administrator with extensive experience in teamwork, Planning, and dealing with customer service and staff needs. I will serve in a responsible position where I can manifest myself and enhance work efficiency.

CONTACT

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Al Basateen District, Jeddah,
Kingdom of Saudi Arabia

EXPERTISE

Time Management	★★★★★
Communication	★★★★★
Problem Solving	★★★★★
Creativity	★★★★★
Leadership	★★★★★
Teamwork	★★★★★

WORK EXPERIENCE

Human Resources Specialist

December 2021 – Present

IHCC

Jeddah, Kingdom of Saudi Arabia

- Adding all new hires on the Oracle system, and ensuring all employee records are maintained and updated with new hire information or changes in employment status.
- Overseeing engagement programs and other employee relations work, such as company activities and career fairs.
- Being actively involved in recruitment by assisting in hiring the locals and posting ads.
- Monitoring employee performance.
- In charge of IHCC LinkedIn as well as IHCC external and internal HR announcements.
- Assisting with onboarding for all head office new joiners.
- In charge of IHCC internal Newsletter.
- Handling all employees' requests throughout the HR help desk by providing all the following employee requests:
 - o employment certificates.
 - o copy of contracts.
 - o business visa requests.
- Attendance tracking and performance monitoring of our IHCC HIPIT students.

Hospitality Management Officer

November 2020 – December 2021

Namariq Arabian Services Company Ltd.

Jeddah, Kingdom of Saudi Arabia

- Secretarial assistance to the overall management of the department.
- Non-technical coordination with the project team, Client, and sub-consultants.
- Provide support to the Hospitality Director in the preparation and compilation of various project documents such as design, tender, technical documents/reports, specifications, etc.

EDUCATION

Northern Kentucky University
Degree in Bachelor of Business
Administration – BBA, Business
Management
Highland Heights, United States
2017- 2020

INTERESTS & HOBBIES

- Business
- Soccer
- Social Media
- Music
- Hiking
- Diving

LANGUAGE

Arabic

- Full Professional Proficiency

English

- Full Professional proficiency

- Responsible for document control: establish and maintain the project filing.
- Support and facilitate the completion of regular reports.
- Organize and follow up on timely deliverables.
- Typing and handling of various department communications.
- Create and maintain the department network directory.
- Handle project queries/communication in the absence of team members.
- Preparation and the distribution of controlled department documents.

Student Assistant Facility Operation

July 2019 – May 2020

Northern Kentucky University

Highland Heights, United States

- Answering phone calls and providing messages, providing program and facility information.
- Recording equipment transactions.
- Maintain proper access to the building, collecting picture's ID's from guests.
- Helping our guests with basic fitness equipment.

Orientation Ambassador

May 2018 – July 2018

Northern Kentucky University

Highland Heights, United States

- Assisting with reception, phones, mailings, meeting with students and parents, and other duties as assigned.
- Participating in activities to help prospective students learn about enrolling at Northern Kentucky University.