MOHAMMED ALDUWAIL

HUMAN RESOURCES MANAGEMENT

PROFILE

Ambitious, highly committed toward aims and goals. Self-motiviated and always seeking to improve my self. Pursuit of a challenging career in HR & Administration field where I can demonstrate my technical and business skills and contribute to the organization

966 509934111

M.B.ALDUWAIL@gmail.com

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Eastern Province,Kingdom of Saudi Arabia

EXPERIENCE

Custemer Services Representative **2022 - Recent**

Majorel Company

Salesman **2017 -Dec 2017**

Joyalukkas Jewellery

General Receptionists **2013 - 2015**

ALWAKEEL&ALSHAWAF CO.

EDUCATION

Associate Degree In.

HUMAN RESOURCE MANAGMENT

Institute Of Public Administration
Dammam - Saudi Arabia

GPA : 4.9 out of 5

LANGUAGE

ARABIC : Native
ENGLISH : Very Good

CERTIFICATION & COURSES

ETHRAI – INSTITUTE OF PUBLIC

- Recruitment and Selection – 2020
- Rules of Jobs behavior & Work ethics – 2020
- Administration Supervision - 2020

DOROOB

Introduction to Human Resources Functiom - 2020

SOCIAL DEVELOPMENT BANK (SDB)

Spreading the Culture of freelance Work - 2018

SKILLS

ADAPTABILITY

MICROSOFT OFFICE

CARRING WORK PRESSURE

PUBLIC RELATIONS

FLEXIBILITY &

TEAMWORK

TRAINING

HR Trainee

SAUDI ARAMCO Cooprative Training Program

- Ubdating the Training History
- Follow-up for multiple tasks in HR unit
- Chicking the certification of the new employees