

# Mohammed Makki Alawami

A Fresh Graduate – Human Resource Management

## E-MAIL

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## PHONE

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## ADDRESS

Eastern Province, Kingdom of Saudi Arabia

## LINKEDIN PROFILE

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## SKILLS

- Time Management
- Teamwork and Collaboration
- Microsoft Office
- Adaptability
- Communication

## Languages

English

Intermediate

Arabic

Native language

## References

Available upon request

## summary

Motivated person, I constantly strive to develop my skills and have a strong desire to help others. I aim to be effective and contribute to improving work performance.

## Education

### An Associate Degree of Human Resource Management

Institute of Public Administration | Dammam, Eastern Province.

January 2018 – May 2020 | **GPA: 4.80 out of 5**

Major Courses: Recruitment & Selection, Human Resource Development, Legal systems of Human Resource, Compensation & Benefits, and Performance Management System.

## Training

Trainee – Cooperative Training

Emirate of Eastern Province | Dammam, Eastern Province  
Mar 2020 – Mar 2020

Work on the employee pay scale. Enter the attendance and absence data for the employees. Work on vacation requests for employees. Arranging employee's data on the system.

## Certifications & Courses

### Doroob

Self – management | 2019

Introduction to human resources functions | 2019

Introduction to Strategic Planning for Human Resources | 2019

### Human Resources Development Fund (HRDF)

Personal planning skills | 2019

communication skills | 2019