
IBRAHIM A. ALAWAMI

Date of Birth: June 13, 1993

Nationality: Saudi

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Career Objective

A competitive graduate, goal driven double major in both Business Management & Human Resource eager to bring motivation and high-quality services to the workplace, where I can utilize my very well developed organizational, multi-tasking, creative, and team-oriented skills to further the company's success, as well as lead to my own professional growth. Work experience and teamwork during undergraduate studies have shown strengths in problem solving, leadership, and ability to work with peers to deliver high-quality results. Easily adapts to changes, excited to learn and expand capabilities. Recognized by instructors as an individual who is highly motivated and is a strong leader who implements cohesive team-building strategies that guarantee results. Excellent verbal and written communication skills.

Education

Bachelor of Science in Business Administration
The University of Tulsa, Collins College of Business
Major: **Human Resources**
Minor: **Management Information System**

Graduation: **Dec 2018**
Tulsa, OK
GPA: 3.08 / 4.0

Work Experience

- **HR Coordinator & Administrative Assistant (National Feed Factory) Sep 2019 – July 2020 (Dammam, Saudi Arabia)**

I Create and submit reports to senior management throughout the company, in addition to coordinate and delegate the tasks to the appropriate person of the team in various departments. Formulating methods to improve employment policies, processes and practices as well as recommending changes to management.

- **IT Communication & Public Relations officer (JAL International) Feb 2019 – Aug 2019 (Khobar, Saudi Arabia)**

I provide full support to the company building staff & Managements, including Data entry of the staff's information, invoice billing numbers in the company data system, in addition to handling matters of a confidential nature. While handling daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

Technical Proficiencies

- Human Resources Management
- Data Entry
- **SAP**
- Cost Analysis
- Supply Chain Management
- **Microsoft Office (Excel, Outlook, Word, and Outlook)**
- Customer Relationship Management (CRM).

Personal skills include:

- Maintaining a positive attitude—feeling good about myself, maintaining high ethical standards, showing initiative and interest
- Being responsible—organizing my work site, setting goals and priorities, following through, accepting responsibility
- Being adaptable—working alone or on a team, accepting change, managing several projects at the same time
- Learning continuously—knowing my strengths and where I need improvement, using learning opportunities, planning for and achieving goals.

Teamwork skills include:

- Working with others—getting along, being supportive, respecting differences
- Participating in projects and tasks—doing my part, being timely, initiating, planning, and coaching.

Fundamental skills include:

- Communicating—reading and understanding information, writing, speaking, listening, questioning, negotiating, using technology effectively
- Managing information—following directions, maintaining records, organizing information
- Using numbers—counting, calculating, measuring, estimating, budgeting
- Thinking and problem-solving—assessing situations, identifying problems and solutions, investigating, analyzing, innovating.

Languages Proficiencies

- **English**
- **Arabic**

Accomplishments

- ❖ **Dean's list, Collins College of Business** **Fall 2015 - Spring 2018**
- ❖ **Sigma Alpha Lambda**
National Honors and Leadership Organization **Summer 2015**

The University of Tulsa

Upon recommendation of the Faculty of the Collins College of Business hereby confers upon

Abraham Ahmed Alawami

the degree of

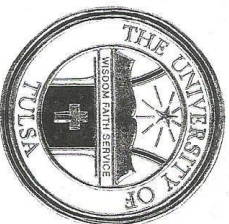
Bachelor of Science in Business Administration


with all its honors, rights, and privileges.

Given under the Seal of the University at Tulsa, Oklahoma, on this
fifteenth day of December, two thousand and eighteen.


Chairman of the Board of Trustees


Secretary of the University




President of the University


Dean of the College

يشهد مركز طاقات للتوظيف بأن

السيد/ ابراهيم احمد العوامي

قد أكمل/ت ورشة عمل بعنوان

أخلاقيات العمل ومدخل للثقافة العمالية Work Ethics & Introduction on Labor Law

بتاريخ 2020/10/12



ختم مركز طاقات

مسؤول التدريب والتطوير بمركز طاقات (الدمام)

عبدالعزیز بن عبدالله الہدی

التوقيع

الرقم التسلسلي

AH-DA8253066