

# AL-BANDERI AL-BADER

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## EXPERIENC

- **Cameron Al-Rushaid** 2020 –2021   
**HR& Admin assist**
  - Preparing offers and contracts
  - Prepare the new employees' files and give them all the necessary tools
  - Assisted in the process for hiring new employees.
  - Scheduled job interviews and contact candidates as needed.
  - Maintaining and updating new hires files and documents.
  - Developed a tracking sheet to administer new hires qualification and hiring process status.
  - Uploaded the new hires information in the system.
- **King Abdulaziz Center for World Culture (Ithra)**  
**Volunteer** 
- **12Elementary School**  
**Internship**



## EDUCATIO

- **Diploma in Secretarial and office Management.** 2015 - 2016  
Technical Institute



## Course

- English Course Level 5
- HR introduction



## STATEMEN

Human Resources Officer with 1 years of experience. Assisted with the administration of HR for a Oil & Gas company. Possess a Diploma in Secretarial and office Management.

I'm looking for an entry-level administration position to utilize high-level communication skills, leadership abilities, clerical skills, and to improve my working knowledge and my Skill



## SKILL

Microsoft Office	<div style="width: 100%;"></div>
Team work	<div style="width: 100%;"></div>
Communication	<div style="width: 100%;"></div>



## Languages

Arabic	<div style="width: 100%;"></div>
English	<div style="width: 90%;"></div>



## References

upon request.