

Turki Alhawsawi

E-mail : Turki3500@hotmail.com

Phone : 0553893304

Address: Dammam, Abdulla foud

DOB : 13/01/1995

Social status : single

Nationality: Saudi

Objective

Seeking a position as a human resource staff and i hope to improve the place where i am working

Education

Bachelor of Human Resources
Management GPA: 2.32 out of 4

September 2012 - September 2017

Yanbu University College

Qualifications

- SAP (TERP10)
- Human Resources Strategic Program
- TOMOUH Program

Work experience

* Saudi Airlines

Coop Training

July 2017 - November 2017

* The Gulf Marketing

Administrative secretary of human resources

July 2018 - November 2018

- Adminstrate daily oppritions
- Medical insurance
- Update data Orcal system
- Archive Files

* Alwasayet Company of service umrah

Administrative secretary of human resources

September 2019 - July 2021

- Recruitment process interview and meeting coordinator
- Payroll
- Vacation & benefit
- Assistant the management in update the policy
- Adminstrate daily oppritions contract writing, letters writing and attendance
- Government relation
- Handling GOSI, MUDAD, MUQEEM

Skills

- Ability to deal with group work
- Work under pressure
- Advance in using Microsoft
- Creative in problem solving
- Adapt quickly