


Karam Naji Aljowhar

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To obtain a job within my interest or my chosen field that will challenge me and allow me to use my education, knowledge, skills and experience mutually beneficial to both myself and company allow for future growth and advancement

Skills

- Microsoft Office
- Good working with team
- Strategic planning
- Creative thinking
- Communication skills
- Promote Good Ideas

Experience

HR Coordinator / Almana General Hospital Khobar 2 FEB 2021 – PRESENT

- Preparing, updating, designing, reviewing HR policies & procedures in accordance with Corporate Human Resource Management strategy and business plans.
- Preparing, updating, reviewing requests and documents relevant to corporate Human Resource Management.
- Track and review any changes in HRM data and provide necessary explanation and follow standard process to reflect necessary action through presenting related evidence accordingly.
- Monitor preventive progress within each HR section then recommend and implement corrective actions to ensure that quality assurance standards are achieved.
- Responsible for documenting employee contracts in Mudad.
- Dealing with incoming emails, filed documents, delivered email and calls.
- Assisting Recruitment process by identification, selection and interviewing the candidates.

Education

Associate Degree (Diploma) / Dammam Community college 23 Jul 2020

Associate degree in Human Resource Management.

Courses

- Human Resource Specialist from HRP Training Center. (2021)
- English Course from United State Minnesota University of ST Thomas. (2018)