

MESHAL RASHED H ALRASHED

Human Resources (HR) Coordinator / Assistant / Generalist

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Riyadh, Saudi Arabia (KSA)

COVER LETTER

Dear Hiring Manager,

I am seeking an entry-level position to begin my career in a high-level professional environment and to secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company. I am motivated to join an organization where I can contribute my unique skills and grow as a Human Resources professional. Also, one of my strengths is that I am particularly adept at finding ways to streamline routine processes, thereby allowing more time to focus on the human aspect of the recruiting process.

I am a young, self-motivated, hardworking, and energetic person who can carry out the duties entrusted in the best-desired manner. Also, I am organized and detail-oriented, work well under pressure and deadlines enjoy working with a variety of people, and have a great attitude. I am looking for a creative challenging growth-oriented position and would like the opportunity to learn more about your corporation.

After graduation, I joined "Doroob (دروب)" which is a national platform for E-Training and one of the initiatives of the Human Resources Development Fund (HRDF - KSA) "Hadaf (هدف)" that seeks to empower the workforce and develop their capabilities and skills. Thus, I completed several courses such as Human Resource (HR), Cybersecurity, Microsoft Excel, The Saudi Arabia Labor Laws and Project Management Professional (PMP).

Furthermore, I also joined "doroob-In (دروب-إن)" which is also one of the initiatives of HRDF that are in line with the Saudi Arabia Vision 2030. Hence, I am proud to say that I have successfully completed many courses such as Certification Prep: SHRM-CP, Primavera P6 Essential Training, Performance Management: Setting Goals and Managing Performance and SAP ERP Essential Training (2018).

In addition to that, I have joined "Possible Program (ممکن برنامج)" which is one of the initiatives of the HRDF to help employees in the Private Sectors to develop their skills and knowledge, thus, I am proud to say that I have completed "الأوشا في مجال التشييد والبناء الصناعي" - Occupational Safety and Health Administration (OSHA) Industrial Construction and Building (30 Hours) Course, which was also sponsored by the Human Resources Development Fund (HRDF). Moreover, I have completed the course on Introduction to Systems, Applications, and Products in Data Processing (SAP) S / 4HANA with Global Bike Inc dataset SAP University Alliances.

Your organization is one such organization, which operates in a professional, dynamic, and vibrant environment. Moreover, I am absolutely sure that there would be extremely challenging and growth-oriented career opportunities existing in your organization. This first job will mark the beginning of my active life, whose success is in my hands.

I am enclosing my Résumé - Curriculum Vitae (CV) and my Graduation Certificates for your consideration. I am looking forward to hearing from you regarding the next steps and an opportunity to present my skills and capabilities in person.

Yours sincerely,

Meshal Rashed H Alrashed

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EXPERIENCE

Warehouse Associate (Seasonal)

Amazon.com, Inc. (Fulfillment Center)

11/2020 - 02/2021 Riyadh, Saudi Arabia (KSA)

- Sorting, scanning, and stacking packages on pallets.
- Preparing orders for shipment and processing orders for returns.
- Get customer orders ready, pack them up and Load boxes into trucks for shipment.

Student Helper Intern (Service Desk Job)

Multimedia University (MMU) Marketing Department

04/2019 - 06/2019 Malacca City - Melaka, Malaysia (MY)

- Provide technical assistance to Students, Parents, Faculty, Staff and Visitors with Disabilities.
- General office tasks, (filing, copying, form design, and maintenance) as assigned by Academic Affairs and Academic Advising Departments.
- Assist in data entry. This includes, but is not limited to, preparing and sorting documents for data entry; quickly and accurately entering data into database software; checking for errors and discrepancies.

EDUCATION

BBA (Bachelor's Degree of Business Administration) Human Resources Management (Hons.)
Second Class Honours (Upper Division)

Multimedia University - (MMU)

03/2017 - 05/2020 Malacca City - Malaysia (MY)

GPA

3.65 / 4.0

Intensive English Program - Advanced Levels

English Language Center - ELC Boston

2014 - 2016 Boston, Massachusetts - United States of America (USA)

Intensive English Program - Beginner To Intermediate Levels

Gannon University

2012 - 2013 Erie, Pennsylvania - United States of America (USA)

Associate's Degree (Diploma) - Human Resource (HR)

King Saud University (KSU) College of Business Administration - Community College

2009 - 2011 Riyadh, Saudi Arabia (KSA)

GPA

3.19 / 5.0

AWARDS



Dean's List Awards

Dean's List 5 Times - Faculty of Business - Multimedia University (MMU) Malaysia



King Abdullah Scholarship

Ministry of Education (MoE & MOHE) in the Kingdom of Saudi Arabia (KSA)

برنامج خادم الحرمين الشريفين للابتعاث الخارجي
وزارة التعليم العالي - المملكة العربية السعودية

LANGUAGES

Arabic

Native



English

Proficient Advanced



SKILLS

SAP

HRIS

Microsoft Office

Diversity & Inclusion

Teamwork

Adaptability

IBM SPSS Statistics

PROJECTS

The Relationship Between Job Crafting Dimensions and Work Outcomes.

2019 - 2020 Malacca City, Malaysia (MY)

Final Year Project (FYP 1 & 2) Grade: A

- The main purpose of this study is to find out the Relationship between Job Crafting Dimensions and Work Outcomes among workers working in **Al-Hashimiah Establishment for Trading & Contracting (HATCO) in Riyadh, Saudi Arabia's Construction Sectors.**

TRAINING / COURSES

Ongoing Learning and Development Self-Learning

"Doroob (دروب)" I completed several courses such as **Human Resource (HR), Cybersecurity, Microsoft Excel, The Saudi Arabia Labor Laws and Project Management Professional (PMP)** Number of Training Hours: **21 Hours**.

"doroob-In (دروب-إن)" I have successfully completed many courses such as **Certification Prep: SHRM-CP, Primavera P6 Essential Training, Performance Management: Setting Goals and Managing Performance and SAP ERP Essential Training (2018)**.

"Possible Program (برنامج ممكن)" I have completed " (٣٠ ساعة) " - "الأوشا في مجال التشييد والبناء الصناعي Occupational Safety and Health Administration (OSHA) Industrial Construction and Building (30 Hours) Course.

Introduction to Systems Applications and Products in Data Processing (SAP) S/4HANA with Global Bike Inc dataset

From **November 2019** to **February 2020** conducted by **Faculty of Business (FOB) Multimedia University (MMU)** Malaysia.

REFERENCES

Prof Dr. Elsadig Musa Ahmed

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