
MOUSTAFA A. ALAWAMI

Date of Birth: June 02, 1985

Nationality: Saudi

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Career Objective

Business IT graduate 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 Business Administration
Western Michigan University, Haworth College of Business
Major: **Computer Information Systems**
Minor: **Business Intelligence**

Graduation: **April 2012**
Kalamazoo, MI
GPA: 3.08/4.0

Work Experience

- **HR Coordinator & Administrative Assistant (National Feed Factory)** **July 2020 – Present**
(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 (Ezdihar Language Institutes)** **July 2018 – May 2020**
(Tarout, Saudi Arabia)

I provide full support to the Institute building staff & students in the Tarout Island branch, including Data entry of the student's information, invoice billing numbers in the institute 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.

- **Office General Manager (Al-Rebah General Contracting)** **March 2014 - June 2018**
(Qatif, Saudi Arabia)

I Provides guidance and job tasks to workers and oversees job performance and projects timeline.

- **Business Systems Analyst (JAL International)** **Oct 2012 – Feb 2014**
(Dhahran, Saudi Arabia)

Ensuring that the service production line flows without incident. In case in the event of a problem, I diagnose and fix the issues and I inform the necessary parties about any resulting changes.

Technical Proficiencies

- VB.NET
- Data Entry
- **XML**
- **SAP**
- E-Commerce Relational Database Design
- Full Life Cycle Development
- **Microsoft Office (Excel, Outlook, Project, Visio, Access, and more)**
- Operating Systems (MS Windows NT/2000-Windows 10, Linux, and Apple OS X)

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**

Western Michigan University



*Upon the recommendation of the faculty and by the authority
of the Board of Trustees, Western Michigan University
has conferred upon*

Moustafa Ahmed Alawami

the degree of

Bachelor of Business Administration

with all the rights and honors pertaining thereto.

*Given at Kalamazoo, in the State of Michigan, this
28th day of April, 2012.*

John M. Alcorn

President

Debbie A. Ficker

Secretary, Board of Trustees

يشهد مركز طاقات للتوظيف بأن

السيد/ مصطفى احمد إبراهيم 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 الهدي

التوقيع

الرقم التسلسلي

AH-DA8253473

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

طاقات
للتوظيف